

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF SOUTH CAROLINA**

**Announcement No. 16-03**

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**Announcement Date:** April 4, 2016                      **Closing Date:** April 29, 2016

**Position Title:** Case Administrator  
Full-Time

**Location:** Columbia or Charleston, South Carolina (to be determined by the appointing official based on the needs of the court and applicant qualifications)

**Classification Level:** CL 24-25 \$35,055 - \$62,951 (depending on qualifications)  
\* If filled at CL 24, may be promoted to the next grade without further competition

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**DUTIES AND RESPONSIBILITIES:**

This position is located in the Bankruptcy Court Clerk's Office in South Carolina. The incumbent is responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition, in accordance with approved internal controls, procedures and rules. The case administrator performs docketing and noticing, manages the progression of cases, maintains the official case records, monitors the completion of required procedural steps, prepares documents for appeals, reviews filed documents to determine conformity and takes appropriate action, ensures that all orders and automated entries are appropriately and accurately docketed, and makes summary entries on the docket of all documents and proceedings. The case administrator may record court proceedings, open cases and assist the public.

**QUALIFICATIONS:**

The candidate must possess excellent written and verbal communication skills as well as good organizational skills. Candidate must be able to perform well in a professional, progressive environment and maintain professional relationships with Judges, Court staff and the bar. Good computer skills in a Windows environment are necessary. Must be able to demonstrate strong analytical, problem solving, customer service skills, sound ethics, and judgment.

Preferred qualifications include prior federal court experience or paralegal experience; knowledge and understanding of the policies and procedures of the Court; knowledge of bankruptcy rules and procedures; demonstrated experience with technology, such as electronic calendars, CM/ECF and courtroom technology equipment. Ability to successfully manage multiple priorities; proficient in the use of electronic databases and Word or Word Perfect; familiarity with the purpose and format of legal documents; knowledge of federal laws or regulations and/or bankruptcy rules and procedures.

## **APPLICATION PROCEDURE:**

Qualified individuals must submit a cover letter and resume, along with three professional references and a completed Form AO78 to [scbc\\_employment@scb.uscourts.gov](mailto:scbc_employment@scb.uscourts.gov). Applicant must state in the subject line “**Case Administrator 16-03.**” The Form AO78 (Application for Judicial Branch Federal Employment) is available at <http://www.uscourts.gov>.

Appointment to this position is provisional, contingent upon a background investigation, and retention depends upon a favorable determination. All court employees are “at will” employees and therefore the appointee may be removed from this position at any time if the appointee fails to perform at a satisfactory level. This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net pay.

The United States Courts require employees to adhere to a Code of Conduct; persons selected for interview may request to review this Code at the time of the interview. Expenses for interviews or relocation are not authorized for reimbursement.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice.

**THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL  
OPPORTUNITY EMPLOYER**