



UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF INDIANA

CAREER OPPORTUNITY

Case Administrator (Vacancy #18-05)

Location: Indianapolis, Indiana

Appointment: Full-time Permanent

Application Deadline: Friday, October 26, 2018

First consideration may be given to those who apply early

Starting salary: CPS CL 24/25 \$36,918 - \$50,975 (Based on qualifications and experience)

POSITION SUMMARY

The Case Administrator in this position performs intake and case administration duties. The incumbent is a front counter specialist, proficient in all facets of customer service. The Case Administrator manages the progression of bankruptcy cases and related adversary proceedings from case opening to final disposition by maintaining official case records, monitoring for completion of required procedural steps, and performing various functions in accordance with approved internal controls, procedures, and rules. The incumbent serves as records and reproduction clerk and/or case initiation clerk, and receives and reviews incoming court documents for conformity with federal and local rules, and performs customer service for the purpose of providing procedural information and basic CM/ECF instruction, and performs other duties as assigned. The position reports to INSB Case Administration Supervisors.

DUTIES AND RESPONSIBILITIES

- Perform front counter duties: Process filed documents, perform financial transactions, manage archiving/records matters, and collect appropriate fees
- Monitor the progress of bankruptcy cases and related adversary proceeding cases from opening to closing to ensure their orderly and efficient movement through the court
- Monitor case records for conformity with appropriate rules, practices and/or court requirements
- Review and ensure the accuracy, timeliness, and quality of data entered into the Case Management/Electronic Case Files (CM/ECF) database
- Prepare, analyze and ensure the accuracy of various case management reports
- Generate notices related to bankruptcy case events
- Provide appropriate case information to the general public, members of the bar, and other parties involved in bankruptcy cases over the telephone, in writing, or at the front counter

QUALIFICATIONS

Applicant must be a U.S. Citizen or eligible to work in the United States. Candidate must have high school diploma or equivalent and two (2) years progressively responsible clerical or administrative experience requiring regular and recurring application of clerical procedures that demonstrates the ability to apply a body of rules, regulations, directives,

or laws and involves the routine use of specialized terminology, such that is found working in law firms, banking and credit firms, insurance or real estate companies. Some or all of the two years of required general experience may be substituted with education above the high school level.

For placement at CL 25 candidate must also possess at least one year of specialized experience that includes the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Educational substitution is not available for specialized experience.

PERSONAL QUALIFICATIONS

Candidate should possess excellent oral and written communication skills as well as excellent organizational and multi-tasking skills. A professional demeanor is required. Candidate must be able to interact respectfully and tactfully with all levels of customers and be able to work under pressure while managing a variety of duties and projects requiring accuracy and attention to detail. The ability to maintain confidentiality and use sound judgment is a must. Experience with Word is required. Previous experience in bankruptcy or a legal field and familiarity with the court's CM/ECF system is a plus.

BENEFITS AND HIRING POLICIES

The United States Courts offer benefits to full-time employees, which include:

- 10 paid holidays per year
- 13 - 26 paid vacation days (dependent upon years of service)
- Paid sick leave
- Health, dental, vision and life insurance options
- Long- term care insurance
- Flexible spending accounts for medical/dependent care/commuter expenses
- Thrift savings (retirement) plan with employer matching

The United States Courts are part of the Federal Judiciary. As such, most employees fall under the Court Personnel System (CPS) as opposed to the General Schedule (GS) for federal employees of the Executive Branch. Although comparable to civil service in salary, leave, and insurance benefits, employees of the U.S. Courts have **EXCEPTED** service appointments. They are at-will employees appointed by the Clerk of the Court, and can be terminated with or without cause by the Court.

The Clerk reserves the right to modify the conditions of this job announcement by withdrawing or filling more than one position described herein. The final candidate will be subject to a background check or investigation, and periodic re-investigations, if applicable, with retention contingent upon a favorable suitability determination. The Federal Financial Reform Act of 1994 mandates that net salary payments be transferred electronically by direct deposit.

PROCEDURES FOR APPLYING

Submit a resume to the address below by the close of business on **Friday, October 26, 2018**.

E-mailed documents must be in Word or PDF format. Zip files will not be accepted. Due to the anticipated number of applications, only the best qualified applicants will be contacted for a personal interview.

HRDept@insb.uscourts.gov

THE UNITED STATES COURTS ARE AN EQUAL OPPORTUNITY EMPLOYER