



United States Bankruptcy Court District of Kansas

Position Vacancy Announcement 08-T-2

Position: Case Administrator
Location: Topeka, Kansas
Salary Range: CL 25/1 - 25/61 (\$36,022 - \$58,567) Based on Qualifications
Opening Date: September 29, 2008
Closing Date: October 10, 2008

Position Summary

This position is located in the Clerk's Office of the U. S. Bankruptcy Court, in Topeka, Kansas. The Case Administrator manages the progression of bankruptcy cases by maintaining the official case records, through a digital case assignment, from opening to final disposition, monitoring the completion of the required procedural steps, performing quality reviews of electronically-filed documents, performing necessary noticing, along with other administrative and clerical duties.

Representative Duties and Responsibilities

- ▶ Verifies accuracy of electronically-filed cases and documents to determine conformity with appropriate rules, practices, and court requirements. Issues deficiency orders, as needed.
- ▶ Opens cases upon receipt of initiating documents filed in paper, including scanning and docketing.
- ▶ Furnishes information to a wide variety of internal and external customers. This includes, but is not limited to, answering telephones, assisting customers, opening mail and assisting attorneys with proper electronic filing procedures.
- ▶ Prepares form judgments and orders for Judge's signature, along with processing notices for electronic or hard copy mailing.
- ▶ Reviews and processes cases for conversions between chapters.
- ▶ Makes summary entries electronically on the docket, i.e., pleadings, petitions, motions, complaints, courtroom minute sheets and orders at the direction of the court.
- ▶ Operates electronic court recording equipment and coordinates telephonic hearings and recordings of those proceedings.
- ▶ Schedules and notices court pretrials and hearings.
- ▶ Other clerical duties, as assigned.

Qualifications and Requirements

Minimum:

Must have a high school diploma or the equivalent.

General Experience: Two years progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform duties of the position.

Specialized Experience: One year progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations. Excess specialized experience may be substituted for general experience. Education above the high school level may be substituted for general experience.

Preferred:

Three years of previous bankruptcy experience. Demonstrated use of CM/ECF. An Associates Degree, or higher, in a related field, such as Business or Public Administration, Pre-Law, Economics, or Computer Science.

Information to Applicants:

This position is covered by the Court Personnel System (CPS). Although not included in the federal government’s Civil Service classification, employees of the United States Courts are entitled to similar benefits as other federal employees, including:

- ▶ A minimum of 10 paid holidays per year
- ▶ Paid annual leave of 13 days per year for the first three years, thereafter up to 26 days per year
- ▶ Paid sick leave of 13 days per year
- ▶ Participation in the Federal Employees Retirement System
- ▶ Optional participation in Thrift Savings Plan
- ▶ Optional participation in Federal Employees’ Health Benefits Plans
- ▶ Optional participation in Federal Employees’ Group Life Insurance
- ▶ Optional participation in Flexible Benefits Program
- ▶ Optional participation in Long-Term Care Insurance
- ▶ Optional participation in private long-term disability insurance
- ▶ Credit for prior government service toward leave accrual rates and retirement

An applicant must be a U.S. citizen or eligible to work in the United States. Successful candidate for position is subject to a full fingerprint and background check and a six-month probationary period. This position is subject to mandatory electronic fund transfer (i.e., Direct Deposit) of net pay. No funding is available for travel to interviews or relocation. All applications will be reviewed to identify the best qualified candidates. Due to the volume of applications received, the Court will only communicate with those individuals invited for an interview.

Application Procedure:

Each applicant must submit a letter and detailed resume. In addition, an A.O. 78, “Application for Judicial Branch Federal Employment,” and a Technical Skills Inventory, must **also** be submitted, which may be obtained from the U.S. Bankruptcy Court website at www.ksb.uscourts.gov under **Employment Opportunities**. Submit **two** application packets, marked “Confidential” and addressed as follows:

- | | | | |
|--------------|-------------------------|--------------|--------------------------|
| 1 packet to: | Human Resources Manager | 1 packet to: | Deputy-In-Charge |
| | U. S. Bankruptcy Court | | U. S. Bankruptcy Court |
| | 401 N. Market, Rm. 167 | | 444 S.E. Quincy, Rm. 240 |
| | Wichita, KS 67202 | | Topeka, KS 66683 |

The United States Court is an Equal Opportunity Employer