



**UNITED STATES BANKRUPTCY
EASTERN DISTRICT OF TENNESSEE**

**VACANCY ANNOUNCEMENT
Number 2017-001**

Open to All Applicants

POSITION TITLE: Case Administrator

OPENING DATE: 5/26/2017

LOCATION: Chattanooga, TN

CLOSING DATE: 6/16/2017

CLASSIFICATION LEVEL: CL 24 - CL25 (See Qualification Standard below)

STARTING SALARY RANGE: (CL24) \$36,026 - \$58,601
(CL25) \$39,796 - \$64,718

Position Overview

The Clerk's Office for the United States Bankruptcy Court for the Eastern District of Tennessee is seeking a highly motivated, very organized, detail oriented, customer and team focused individual for a full-time Case Administrator position in the Chattanooga divisional office. Under the general direction of the Chief Deputy Clerk, the Case Administrator provides assistance in the area of operations by providing support to all judicial officers, the court unit executive, court staff, the bar and the public. The court uses a Case Management (CM) system with an integrated Electronic Case Filing (ECF) component, that allows, accepts and routes remote filings via internet access to electronic court files.

Major Duties

- Receive and review a wide range of pleadings, documents and correspondence for accuracy and completeness to determine conformity with appropriate rules, practices and court requirements;
- Collect and receipt fees in accordance with internal control procedures;
- Monitor the electronic collection of filing fees;
- Ensure court orders and notices of hearing are served in a timely manner and on the proper parties;
- Audit cases ready for discharge and/or closing for compliance with all applicable rules and procedures;
- Copy court documents; respond to inquiries concerning legal process and case information, and complete data entry and case maintenance;
- Act as liaison between the court, counsel, litigants, the public and court-related agencies;
- Furnish information to a wide variety of people within and outside the court;
- Telephone coverage;
- Limited travel to the other offices in the district is required; and
- Other general duties as assigned.

Qualification Standard

To qualify for the position of Case Administrator, incumbent must be a high school graduate or equivalent, possess two years of general and one year specialized experience, to work at the CL 24 grade. General experience is defined as responsible clerical experience which demonstrates a knowledge of office clerical practices such as typing, filing, telephone usage, and record keeping. Specialized experience includes 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 involves the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. To be considered for the CL 25, incumbent must have one year of specialized experience, including at least one year equivalent to work at the CL 24.

Educational Substitutions

Education above the high school level may be substituted for required general experience on the basis of one academic year equals one year of general experience. Education may not be substituted for specialized experience because the position requires hands-on experience to be credited as specialized experience.

If hired at a grade lower than CL 25, promotion potential exists up to grade CL 25 without further competition.

Court Preferred Skills

- Judiciary Case Management and/or Electronic Case Filing (CM/ECF) experience; and
- Knowledge of court/legal terminology

Benefits

- Ten paid holidays a year;
- Paid annual leave in the amount of 13 days annually (increases after 3 years of federal service);
- Paid sick leave in the amount of 13 days annually;
- Retirement benefits;
- Thrift Savings Plan including investment options and matching benefits;
- Optional participation in a choice of subsidized Federal Employee Health Benefit Plans with pretax deductions;
- Optional participation in Federal Employees Group Life Insurance;
- Optional participation in Long Term Care Insurance; and
- Optional participation in a flexible spending pretax program for dependent care and medical care

Information for Applicants

This position is a full time, permanent appointment. Employees of the United States Bankruptcy Court are excepted appointments and serve at the pleasure of the Court; they are not included in the government competitive service classification system. The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are considered at-will and can be terminated with or without cause by the court. Applicants must be U. S. citizens or eligible to work in the United States. Direct Deposit of pay is mandatory as well as participation in the Federal Employees Retirement System. As a condition of employment, an FBI Background Check is required. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

To apply for this position, submit the following items in a single pdf document to hr-usbc@tneb.uscourts.gov:

- (1) a cover letter which addresses the applicant's qualifications, skills and experience;
- (2) a resume, including a list of professional references; and
- (3) a [Federal Judicial Branch Application for Employment \(AO78\)](#).

Applicants selected for interviews must travel at their own expense or be interviewed via telephone and/or video conference. Relocation expenses are not available. The United States Bankruptcy Court reserves the right to amend the conditions of this vacancy announcement or to withdraw the announcement at any time without prior written or other notice. The Court will only communicate with those qualified applicants who are selected for an interview.

*****AN EQUAL OPPORTUNITY EMPLOYER*****