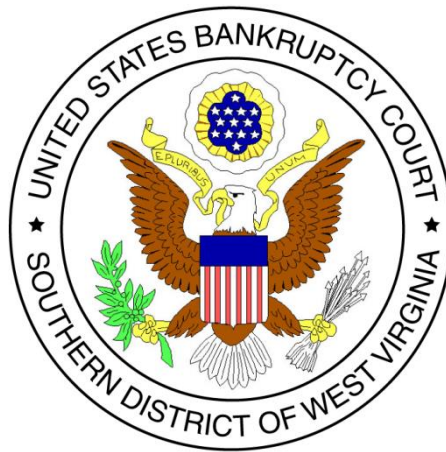


UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF WEST VIRGINIA



Notice of Vacancy*

Announcement # 18-01

*Applications and required documents, which can be submitted via mail or email, must be received no later than 4:00 p.m. on Monday, April 2, 2018.

Case Administrator

Closing Date: Monday, April 2, 2018 by 4:00 p.m.

Salary Range: \$36,645 - \$65,799 (CL 24-25)

(The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the United States Courts. This is a full-time permanent position with promotion potential up to CL 26 without further competition.)

The United States Bankruptcy Court for the Southern District of West Virginia is focused on providing exceptional service to the court, members of the legal community and the general public. The Bankruptcy Court provides a professional, fair and efficient public forum for both individuals and business enterprises needing protection under the Nation's bankruptcy laws and provides related services in a manner that is considerate and equitable to all parties in interest.

We are seeking applicants for a full-time **Case Administrator**. The open position is in the Bankruptcy Clerk's office in Charleston, West Virginia, but applicants, who would be interested in exploring a possible opportunity to staff the Court's one person divisional office in Beckley, West Virginia, are strongly encouraged to apply.

The Case Administrator reports directly to the Chief Deputy and is responsible for maintaining and processing case information in the Court's Case Management/Electronic Court Filing System (CM/ECF) from opening to final disposition.

Representative Duties*

Duties include, but are not limited to the following:

- Assist customers at intake counter, accept documents, inform customers of required fees, receive payments and issue receipts.
- Secure funds in cash register and balance funds at the end of the day.
- Process credit card payments for filed documents.
- Open cases in case management system. Docket initial opening events and other paper filed pleadings. Certify court documents.
- Receive and stamp incoming documents. Maintain mail meter and meter log.
- Maintain integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents. Retrieve files and make copies of records for court personnel, attorneys and others.
- Prepare, ship, and retrieve records from the appropriate Federal Records Center.
- Assist the public in the use of computerized databases.
- Accept, review and process documents while ensuring accuracy and timeliness of data entered into the case management system. Perform quality control on all entries.
- Transmit notices to the Bankruptcy Noticing Center (BNC).
- Review filed documents to determine conformity with rules, practices, and filing requirements. Take appropriate action as necessary.
- Forward pleadings, motions, orders or other documents to chambers for review and action.
- Prepare deficiency notices, verify and issue summons, certify court documents.
- Monitor bankruptcy cases to ensure timely progression from case opening to final disposition, including monitoring for deadlines for further action to be taken.
- Audit cases for discharge and closing, and handle the cases accordingly.
- Record court proceedings.
- Open and process new appeals and transmit notices of appeal and designated documents to the appropriate court.
- Update creditor and claims database. Note objections, orders, assignments, or withdrawals on claims register. Transmit notices to the Bankruptcy Notice Center (BNC). Ensure event codes are entered accurately. Assign Claim numbers.
- Communicate effectively orally and in writing with judges, chambers staff, court staff, the bar and the public.

- Assist external filers and the public with questions regarding bankruptcy procedures, status of cases and hearing information.
- Provide information to the public without providing legal advice.
- Timely schedule hearings and provide notice to the proper parties in compliance with the Federal Bankruptcy Code and Rules.
- Provide backup coverage and perform other duties as assigned.
- Travel may be required.

Minimum Qualifications*

- Applicants must possess a high school diploma or the equivalent.
- Two years general clerical or administrative experience.
- One year specialized experience involving the use of specialized terminology and procedures.
- Must be detail oriented and have the ability to manage several priorities at one time.
- Excellent oral and written communication skills.
- Excellent organizational and analytical skills.
- Solid computer skills are required, including proficiency in the use of word processing software and other applications.
- Demonstrate attention to detail, critical thinking and the ability to take direction from others.
- Effectively communicate with court staff and the public.
- Possess excellent interpersonal skills and customer service skills.
- Must maintain a professional demeanor, exercise mature judgment and be a dependable and flexible team participant.
- Must be able to adapt to regular changes in rules and procedures.

(*Representative Duties and Minimum Qualifications reflect those for the entry level position of Case Administrator I. Additional minimum qualifications as set by the Court Personnel System must be met to be considered for an appointment as a Case Administrator II or Case Administrator III. Additional duties for Case Administrator II or Case Administrator III positions primarily center on the individual's ability to function and work independently with less supervision.)

Preferred Qualifications

- A background in bankruptcy law, procedures and rules, with knowledge of bankruptcy court policies, procedures, and guidelines.
- Experience working in an electronic environment with various technologies to accomplish work, including experience with Word, WordPerfect, EXCEL and Adobe documents.
- Knowledge of legal terminology, procedure, or filings.
- Experience with the Case Management/Electronic Case File (CM/ECF) system.
- A bachelor's degree from an accredited institution.
- An accounting degree or accounting background.

Conditions of Employment

Applicants must be United States Citizens or eligible to work in the United States. Appointment to this position is provisional and contingent upon the successful completion of a background investigation including a FBI fingerprint check. Judiciary employees serve under "Excepted Appointments" and are considered "At-Will" employees. As such, employment may be terminated by either the employer or employee with or without cause. Electronic Fund Transfer (EFT) for payroll deposit is required. Interview and relocation expenses will not be reimbursed.

Benefits

The court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Court employees are not included in the government's civil service classification. They are, however, entitled to the same benefits as other federal employees, including a leave accrual program, participation in the Federal Employees Retirement System, Thrift Savings Plan with a percentage of contributions matched, choice of health benefit plan from several options, dental, and vision insurance, life insurance, long-term care insurance, flexible spending account for medical and/or dependent care expenses on a pre-tax basis, and subject to financial appropriation, periodic salary increases.

Application Procedure

To be considered for this position please submit:

- A resume detailing your education and experience
- A cover letter indicating the position you are applying for and identifying how your education and/or experience relates to the duties and responsibilities of the position.
- A completed Application for Judicial Branch Federal Employment, AO078 form, which is available at: <http://www.wvsb.uscourts.gov/>

Complete applications that are timely filed will be considered first and incomplete or late applications may not be considered. Required documents can be submitted via mail or email and must be received no later than 4:00 p.m. Monday, April 2, 2018. If submitting via email, please include all required documents in pdf format, preferably in one document, to WVSB_HR@wvsb.uscourts.gov. If sending via mail, please submit all required documents to:

Attn: Bankruptcy Human Resources,
U.S. Bankruptcy Court Clerk's Office, Room 3200

300 Virginia Street, East
Charleston, WV 25301.

Due to the anticipated volume of applicants, only those candidates in consideration for this position will be contacted. Candidates selected for an interview will be contacted. The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice.

The United States Bankruptcy Court for the Southern District of West Virginia is an Equal Opportunity Employer and values diversity in the work place.