

**UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF ILLINOIS  
CAREER OPPORTUNITY**

**JOB ANNOUNCEMENT**

**POSITION:** CASE ADMINISTRATOR Full-time

**ANNOUNCEMENT:** 09-01

**LOCATION:** 750 Missouri Avenue, East St. Louis, Illinois, 62201

**STARTING SALARY:** CL 24-1 (\$33,770) Depending upon qualifications. One year probation period.

**PROMOTION POTENTIAL** - CL 25-1 to CL 26/61 (\$37,279 - 66,757) There is promotion potential to the CL 25 and CL 26 levels without competition.

**ANNOUNCEMENT DATE:** October 16, 2009

**CLOSING DATE:** November 6, 2009 or until filled.

**POSITION OVERVIEW**

The Case Administrator manages the progression of bankruptcy cases and related adversary proceeding cases by maintaining official case records, monitoring the completion of required procedural steps, and performing necessary noticing, administrative, and clerical tasks. Representative duties include the following:

reviews/identifies/researches/ensures the accuracy, timeliness, and quality of data entered into the Case Management/Electronic Case Filing (CM/ECF) database; prepares/analyzes/ensures the accuracy of various case management reports; scans and converts paper documents into image files; reviews and ensures the accuracy of entries on the docket of various documents and proceedings; ensures entries are appropriately linked and the image matches the docketed event; manages cases to ensure timely progression; assists customers and electronic case filing inquiries; audits cases for closing and checks the docket to ensure all necessary documents are entered and deadlines are met, calculate fees as necessary, and generates the closing order; prepares notification of deficiencies regarding documents; processes orders in a timely manner; addresses inquiries regarding case information; generates notices related to bankruptcy case events; manages and maintains bankruptcy case records. Makes

record of court proceedings on recording equipment, creates detailed logs of proceedings, receives and processes duplication and transcript production orders, catalogs recordings and logs and maintains their proper storage, and performs other duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

To qualify for this position at the entrance level, a person must be a high school graduate or equivalent, with a minimum of two years specialized experience, including at least one year equivalent to work at CL-24 level is required. Specialized experience is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws to determine what action needs to be taken. Strong verbal and written communication skills; excellent customer service skills. A bachelor's degree from an accredited college or university, and experience in bankruptcy or a closely related field are preferred. Must be willing to fully participate in a team environment. Applicants considered for this position will undergo a Federal Bureau of Investigation (FBI) background investigation.

#### **ORGANIZATIONAL RELATIONSHIPS**

Case Administrators are members of work teams. The team members report to the supervisor or operations manager.

#### **BENEFITS**

Employees of the United States Bankruptcy Court are not included in the government's Civil Service classification. They are, however, entitled to similar benefits as other Federal employees. These benefits include:

- 13 days paid vacation per year (first three years)
- 10 paid holidays
- Medical coverage from a wide variety of plans & Dental/Vision plans
- Life insurance
- Long-term disability insurance
- Long-term care insurance
- Flexible Spending Program (pre-tax contributions for medical/dental/optical expenses)
- Federal Employees Retirement System (FERS)

**INFORMATION FOR APPLICANTS**

Submit a cover letter, resume, and application to:

Clerk, U.S. Bankruptcy Court  
Attn: Personnel  
750 Missouri Avenue  
East St. Louis, IL 62201

or send electronically in Word, WordPerfect, or PDF format to:  
[personnel@ilsb.uscourts.gov](mailto:personnel@ilsb.uscourts.gov)

An application may be retrieved from the Court's website at:  
<http://www.ilsb.uscourts.gov/jobs.htm>

Applicant must be a United States citizen or meet federal requirements to be eligible to work in the United States. 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 actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. The Court requires employees to adhere to a Code of Conduct which is available to applicants for review upon request.

Selected candidate(s) will be provisionally hired until successfully completing a background investigation.

Due to the volume of applications anticipated, the U.S. Bankruptcy Court will only communicate to those individuals who will be tested or interviewed. If you are not notified, another candidate within the recruitment having more experience or higher qualifications was selected. Only qualified applicants will be considered.

**THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER FOR SALARY PAYMENT**

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