



UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF INDIANA
FORT WAYNE DIVISION

Date: October 1, 2004

Announcement No. 2005-01

NOTICE OF VACANCY

Position Title: Case Administrator

Position Type: Full Time Temporary with growth potential to Full Time Regular

Number of Vacancies: 1

Grade Range: CL 23

Salary Range: \$26,444 - \$33,071 - depending on qualifications, with growth potential to \$52,591.

Closing Date: Open until filled

POSITION OVERVIEW: The Case Administrator manages the flow of bankruptcy cases and related Adversary Proceedings from filing to disposition by processing incoming documents; maintaining official case files, dockets and other records; and performing noticing, administrative and clerical functions. Representative duties include the following: receives and reviews incoming documents to determine conformity with appropriate rules, practices and court requirements; collects appropriate fees; prepares case files; furnishes information to a wide variety of internal and external customers; reviews documents to determine time frames and set hearing dates in accordance with established court procedures; manages caseflow to ensure timely processing; processes conversions of cases between chapters; maintains the matrix mailing system; prepares and maintains the claims register; prepares and processes notices for mailing; prepares form judgments and orders for judge's signature; prepares cases for closing; performs quality control; and performs other duties as assigned. The court uses an electronic docketing and filing system.

QUALIFICATIONS: Applicants must be a high school graduate or equivalent and must have two years of general experience. General experience consists of progressively responsible clerical, office, or other work which indicates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position. One year of specialized experience will warrant initial placement above step one. Specialized experience consists of 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. 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, as well as in personnel/payroll operations.

EDUCATION: College or vocational education may be substituted for general experience.

EMPLOYEE BENEFITS: The United States Bankruptcy Court is not included in the government's Civil Service classification system; however, the same benefits apply to court employees. These benefits include:

- 13 days paid vacation per year (first three years)
- 20 days paid vacation per year (after three years)
- 26 days paid vacation per year (after fifteen years)
- 13 days paid sick leave per year
- 10 paid holidays
- Medical coverage from a wide variety of plans
- Life insurance
- Long-term disability insurance
- Long-term care insurance
- Flexible Spending Program (e.g., pre-tax contributions for medical/dental/optical expenses)
- Federal Employees Retirement System (FERS)

APPLICATION PROCEDURES: Send cover letter and resume to:

United States Bankruptcy Court
ATTENTION: Human Resources Manager
401 S. Michigan St.
PO Box 7003
South Bend, IN 46634-7003

INFORMATION FOR APPLICANTS: The Court reserves the right to modify the conditions of this job announcement, 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.

***THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER
PARTICIPATION FOR PAYMENT OF NET PAY***

THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER