

**The United States Bankruptcy Court
Northern District of Indiana – Hammond Division
Notice of Vacancy**

Position: Case Administrator I/II (Full-Time Permanent)
Announcement No: 2016-03
Location: Hammond, Indiana
Salary Range: \$38,910 - \$69,839 (CL24 – CL25)
Opening Date: July 26, 2016
Closing Date: August 9, 2016

Position Overview

This position is located in the Bankruptcy Clerk's Office and reports to the Operations Supervisor. The Case Administrator manages the flow of bankruptcy cases and related adversary proceedings from opening to closing by processing incoming documents; maintaining official case files, dockets and other records; monitoring the completion of the required procedural steps; verifying the accuracy of documents filed using the Case Management Electronic Case Filing (CM/ECF) docketing system; and performing noticing, administrative, and clerical functions.

Representative Duties

The Case Administrator is responsible for the following:

- Verifies accuracy of electronically-filed cases and documents
- Opens cases upon receipt of initiating documents filed in paper
- Dockets all documents filed in paper
- Receives and reviews incoming documents to determine conformity with appropriate rules, practices and court requirements
- Scans case related documents, as necessary
- Collects appropriate fees
- Furnishes information to a wide variety of internal and external customers
- Manages case flow to ensure timely processing
- Processes conversions of cases between chapters
- Maintains the matrix mailing system
- Maintains the claims register
- Prepares and processes notices for electronic or hard copy mailing
- Prepares form judgments and orders for judge's signature
- Reviews cases for discharge and closing
- Assists with answering telephone, waiting on customers at the intake counter, and opening mail
- Advises attorneys on proper electronic filing procedures, as needed
- Other duties as assigned

Qualifications

Applicants must have two years of general experience and one year of specialized experience. General experience consists of progressively responsible administrative experience which provided a good knowledge of office clerical practices such as filing, telephone usage, and strong keyboarding skills. Specialized experience consists of progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills, use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directive, 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 or personnel/payroll operations. Applicants should be able to work independently in a team-oriented environment. Applicants should exercise good oral and written communication skills. Proficiency in word processing, web-based environments, Adobe Acrobat, and data entry are required. Previous Bankruptcy and CM/ECF experience is preferred.

Education

Applicants must be a high school graduate or equivalent. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized 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) including Thrift Savings Plan

Conditions of Employment

This is a sensitive position within the Judiciary. The selected candidate will be subject to a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Applicants must be United States citizens or eligible to work for the United States government.

Application Procedures

Send cover letter, resume, and A078, Application for Judicial Branch Federal Employment, to:

United States Bankruptcy Court
ATTENTION: Human Resources
401 S. Michigan St.
South Bend, IN 46601
Or via email: careers@innb.uscourts.gov

The A078, Application for Judicial Branch Federal Employment, can be found at
www.uscourts.gov

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. If the applicant is hired at CL 24, a promotion to CL 25 will not require further competition. This job announcement may involve filling more than one position in more than one location within the district. 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

***EMPLOYEES WILL BE HIRED PROVISIONALLY PENDING THE
RESULTS OF A BACKGROUND INVESTIGATION***

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