



**UNITED STATES BANKRUPTCY COURT  
FOR THE CENTRAL DISTRICT OF ILLINOIS  
OFFICE OF THE CLERK**

**KHADIJIA V. THOMAS, CLERK**

ANNOUNCEMENT NUMBER 2012-02

**Position:** Case Administrator  
**Classification Level:** CL 25 - Starting salary range from \$37,941-\$47,448 based on experience and qualifications, with potential to \$61,709  
**Location:** Springfield, Illinois  
**Posting Dates:** February 1, 2012 - February 15, 2012

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A great career opportunity is available with the U.S. Bankruptcy Court for the Central District of Illinois. Applications are being accepted for the position of **Case Administrator**. This Court is seeking highly qualified individuals who are willing to meet the challenges of public service and support the Court's mission. The position is located in Springfield, Illinois and is conveniently located downtown within walking distance to great restaurants, shops and other work-life conveniences. Springfield is one of 30 Springfields in the United States. Our Springfield is unique and was once the home of President Abraham Lincoln. Today, Springfield, as the state capital, is recognized as a leader in the fields of health care, services and education. It is the home of several public and private high schools, community colleges and Springfield campuses of the University of IL and Southern IL University School of Medicine. Springfield, with a population of 114,454, is strategically located northeast of St. Louis, MO and southwest of Chicago, IL. The Court employs 31 clerk's office staff, 7 chambers staff and 4 judges with divisional offices in Peoria and Danville, IL. Come discover a challenging and rewarding career in our Court!

**Position Overview:**

The Case Administrator manages the progression of bankruptcy cases and related adversary proceedings from opening to final disposition by maintaining the official case records, monitors the completion of the required procedural steps, verifies the accuracy of documents filed using the CM/ECF (Case Management/Electronic Case Filing) docketing system and performs docketing, file review, noticing, administrative and clerical tasks.

**Representative Duties:**

Opens cases upon receipt of initiating documents or verifies accuracy of cases electronically filed by attorneys. Reviews documents for accuracy and completeness and ensure all entries are appropriately linked. Monitors Daily Activity Report and Deadlines/Hearings Report. Acts as a liaison to attorneys using ECF. Assists pro se filers with bankruptcy questions and documents. Staffs the main bankruptcy phone lines and answers public inquiries on case status, availability and location of bankruptcy records. Prepares and processes notices for mailing or electronic notice. Continuously tracks cases, including relationships of case events and their status. Reviews and enters orders, including discharge of debtor, and processes for mailing or electronic notice. Prepares cases for closing and examines files to ensure that all necessary orders are entered and proceedings completed.

To qualify for this position a person must also demonstrate that she/he possesses:

- High level reading comprehension.
- Exceptional organizational skills, particularly priority and time management capabilities.
- The ability to exercise initiative in handling problems encountered while performing assigned duties.
- The ability to work both independently and as part of a team.
- Unquestioned integrity and a positive, "can do" attitude.

**Qualifications:**

High school graduate or equivalent and a minimum of 2 years of general experience. A Bachelor's Degree is preferred. Requires one year specialized experience equivalent to work at CL 23 to qualify for CL 24 and two years specialized experience, including at least one year equivalent to work at CL-24 to qualify for CL-25. 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. Such experience is commonly encountered in law firms, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

**Conditions of Employment:**

All application information is subject to verification. Appointment to this position is provisional, contingent upon a FBI fingerprint background check. Retention depends on a favorable suitability determination. Applicants must be U.S. citizens or eligible to work in the United States.

**Application Process:**

Qualified candidates should submit an AO78 (Standard Application Form) available on-line at [www.ilcb.uscourts.gov](http://www.ilcb.uscourts.gov), a cover letter, a detailed resume which includes all applicable education, professional and training experience, and copies of two recent performance evaluations. Any materials not submitted may disqualify an applicant for further consideration. All application materials should be sent in an envelope marked "Confidential" to:

U.S. Bankruptcy Court  
Attn: Announcement #2012-02  
226 U.S. Courthouse  
600 E. Monroe Street  
Springfield, IL 62701

Only qualified applicants will be considered for this position. If selected for an interview, participation in the interview process at Springfield will be at the candidate's own expense. Management may close this announcement at any time. It is therefore recommended that applications be submitted as soon as possible. Due to the expected high volume of applicants for this position, the court will only communicate with those qualified applicants who are selected to interview. The Federal Financial Management Reform Act of 1994 mandates that net salary payments be transferred electronically (direct deposit).

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