



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

ANNOUNCEMENT NUMBER 2015-01

Position: Case Administrator
Classification Level: CL 25 - Starting salary range from \$38,334-\$47,923 based on experience and qualifications, with potential to \$62,307
Location: Springfield, Illinois
Posting Dates: December 3, 2014 - December 19, 2014

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 incumbent reports directly to the Operations Manager.

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

Manage cases as efficiently as possible from opening to closing. Review, identify and research the accuracy, timeliness and quality of data entered into the case record. Make corrections to the case record to comply with local and national procedures. Ensure that all case files and related information are accessible. Manage cases to ensure timely progression. Create and process new case files. Open cases in case management system and docket initial opening events. Audit cases for closing and review the docket to ensure that all necessary documents are entered and deadlines are met before case closing. Perform quality control on attorney and e-filer docketed entries. Prepare and analyze required reports. Check data from reports in order to meet quality assurance criteria. Provide excellent

customer service when responding to inquiries on case status. Provide information and Electronic Case Files (ECF) instruction to outside customers. Test new procedures and processes to provide necessary feedback.

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.

Benefits

This is a full-time, permanent position with benefits including:

- 10 paid holidays per year
- 13 days paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service
- 13 days of paid sick leave per year (unlimited accumulation)
- Choice of a variety of employer-subsidized federal health and life insurance plans
- Mandatory participation in the Federal Employees Retirement System
- Optional participation in the Thrift Savings Plan
- Optional Long-term disability and long-term care insurance
- Optional participation in The Flexible Benefit and Commuter Benefit Programs

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.

How to Apply

Qualified candidates should submit an AO78 (Standard Application Form) available on-line at 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 #2015-01
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