

Position Title: Case Administrator
Opening Date: May 2018
Application Deadline: Until Filled
Location: Gulfport, Mississippi
Salary: CL 24 (36,645 - \$59,557)
Commensurate with qualifications and experience
Position Available: July 2018

Position Description

The Case Administrator will work in a team environment performing various functions and is responsible for managing the progression of cases from opening to final disposition. An individual Case Administrator will generally be responsible for a caseload of approximately 900 active cases.

Application Requirements

Each application package **must** include four components:

- 1) Application for Judicial Branch Federal Employment, Form AO 78*** (After completing the form, please ensure the content you provided saved properly and the form is not blank when you submit with your application documents);
- 2) Resume with professional and personal references;**
- 3) Copy of college transcript; and**
- 4) Letter of application** (not to exceed three pages) that specifically addresses the applicant's qualifications, skills, and experience relative to each requirement and preference (where applicable) for this position.

*Application for Judicial Branch Federal Employment (Form AO 78) may be downloaded from <http://www.mssb.uscourts.gov>.

Submission of Application Package

Submit application package **including** Application for Judicial Branch Federal Employment (Form AO 78) in a **single Portable Document Format (PDF) file**, via email to:

2018_GulfportCA@mssb.uscourts.gov

Failure to comply with all requirements may result in disqualification of application.

To be qualified for appointment to the position of Case Administrator, candidates must meet the following education and experience requirements.

General Experience

Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Specialized Experience

Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrates the ability to apply a body of rules, regulations, directives, or laws and involves the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

- Required - High school diploma or equivalent
- Required - Two years of general experience.
- Required - One year of specialized experience
- Required - Excellent oral and written communication skills. The incumbent must possess exceptional analytical skills.
- Preferred - Experience with electronic case filing, especially the CM/ECF (Case Management/Electronic Case Filing).
- Preferred – A bachelor’s degree from an accredited college or university in business, paralegal studies or a closely related field.
- Preferred – Demonstrated ability to apply a body of rules, regulations, and laws in a legal setting.
- Preferred – Experience with bankruptcy in a legal environment.

Selection Process

Only the most qualified applicants will be invited for personal interviews. Final selection will be based on the results of interviews and subsequent background check. The court does not reimburse interview and/or relocation expenses. Offers may be extended and the position may be filled prior to the application deadline without prior notice.

Background Check Requirement

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. Any offer of employment will be conditioned on acceptable results from the background check.

Representative Duties:

- Check for prior or prohibited filing. Verify attorney's authority to practice.
- Inform customers of required fees. Receive payments and issue receipts. Secure funds in cash register. Balance cash drawer at the end of the day. Process credit card payments for filed documents.
- Operate a variety of copying records equipment. Answer and route incoming calls. Prepare case files for tracking records. Assist the public in use of computerized databases. Provide basic information to public bar, and the court. Ensure data quality.
- Sort, classify, and file case records. Maintain integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents. Retrieve files and make copies of records for court personnel, attorneys, and others. Certify court documents. Create and process new case file. May assign case numbers to judges. Open cases in case management system. Docket initial opening events.
- Prepare, ship and retrieve records from the appropriate Federal Records Center. Scan, copy, file, pickup, sort and process mail. Process e-mail received from electronic filers. Receive and stamp incoming documents. Maintain court files.
- Maintain the accuracy of document summaries and conducts quality control assessments of cases filed through the court's automated case filing/management system.
- Open cases, collect fees, review daily filing reports to verify receipt of electronic fee payments and make summary entries on the docket.
- Manage cases to ensure timely progression by reviewing incoming documents to establish dates for calendaring of court hearings and examination of documents to determine nature of action for appropriate follow-up, interacts with trustees and counsel.
- Perform other duties as assigned.

At-Will Position

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Employees of the United States Bankruptcy Court serve under Excepted Appointment and are considered "At-Will" employees.

Benefits

Employment benefits include:

- Participation in the Federal Health Insurance, Federal Employees Life Insurance, Federal Employees Group Long Term Disability, Federal Employees Retirement System, Thrift Savings Plan and a Flexible Spending Plan;
- Choice of health plans; optional dental and vision health plans;
- 10 paid holidays per year;
- Free Parking; and
- Mandatory Electronic Funds Transfer (EFT) for net pay.

Application Checklist:

- A complete application package includes four components.
- Review all electronic documents before submission.
- Questions – Lisa Garrison at lisa_garrison@mssb.uscourts.gov or 601-608-4609.

The United States Bankruptcy Court is an Equal Opportunity Employer.