



VACANCY ANNOUNCEMENT

United States Bankruptcy Court, District of Oregon

VACANCY #2016-02

POSITION:	Case Administrator	POSITION AVAILABLE:	Immediately
TYPE:	Full-Time	POSTING DATE:	November 16, 2016
DUTY STATION:	Eugene, Oregon	CLOSING DATE:	Open until filled
SALARY RANGE:	CL-24 (\$35,470-\$57,631) CL-25 (\$39,171-\$63,664) <i>Pay is set based on qualifications and experience</i>	To ensure consideration submit your application by: November 30, 2016 <i>Check the status of this position on the court's website at www.orb.uscourts.gov</i>	

The United States Bankruptcy Court for the District of Oregon is seeking qualified applicants for the full-time position of Case Administrator in the Eugene divisional office. This position will include back up duties as an Electronic Court Recorder Operator (ECRO).

POSITION OVERVIEW:

The Case Administrator duties include, but are not limited to, the following:

- Assist the public at the counter and via telephone and email.
- Monitor case activity, deadlines, and status in an electronic case file environment from opening to final disposition.
- Maintain the official case record.
- Review documents for accuracy, completeness, and conformity with bankruptcy rules, and ensure all documents are filed.
- Handle court fees according to internal control procedures. Verify required fees are paid and take appropriate procedural action and/or issue receipts. Secure funds in cash register/balance cash drawer at the end of the day.
- Take appropriate action on filed documents and orders.
- Monitor the completion of required procedural steps.
- Prepare cases for closing and examine docket to ensure all necessary orders are entered, fees paid, and proceedings completed.
- Transmit notices to the Bankruptcy Noticing Center (BNC).
- Act as a liaison to attorneys using the electronic filing system.
- Process incoming and outgoing mail.
- Provide back-up coverage for team members and other departments as required.

- Work with chambers and supervisors to resolve case management issues.
- Provide guidance and feedback to attorneys, trustees, and creditors.

The ECRO (Electronic Case Recorder Operator) duties include, but are not limited to, the following:

- Make verbatim record of court proceeding using digital recording technology.
- Create detailed logs of proceedings and participants.
- Attend court sessions and assist with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring the presence of all necessary participants, calling cases, and managing exhibits and documents filed in court.
- Take notes of proceedings and ruling and prepare record of proceedings and minute orders.
- Coordinate phone hearings.
- Use calendar established by judicial assistants to set dates and times for continued hearings.

QUALIFICATIONS AND PAY SETTING:

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

Education Requirements:

The successful candidate must have a minimum of a high school diploma or the equivalent.

Pay Setting:

There are two types of experience for which pay setting is based.

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.

For placement at a CL-24 two years of general experience and one year of specialized experience at a CL-23 is required.

For placement at a CL-25 one year specialized experience at a CL-24 is required.

Additional Knowledge, Skills, and Abilities:

- Exceptional interpersonal skills and the ability to work collaboratively in a team environment.
- Maturity, good judgment, high ethical standards and a positive work attitude.
- Strong organizational, analytical, and customer service skills, and attention to detail.
- Ability to multitask and consistently meet deadlines and targeted goals.
- Excellent computer proficiency, including the ability to learn the court’s software programs, toggle between various open software programs, and work with electronic files and folders.
- Very good oral and written communication skills, and good proofreading skills.
- Ability to maintain confidentiality.
- Skill in creating detailed logs of proceedings and participants.
- Ability to take accurate notes and summarize court proceedings in a fast-paced environment.

- Ability to use automated systems to record court proceedings electronically.
- Ability to administer oaths, manage exhibits, and call the calendar.
- Ability to telework from home or alternate work location in the event the office is inaccessible due to inclement weather or other emergency.

Desirable Qualifications:

Preference will be given to applicants with the following qualifications:

- Previous case administration experience and courtroom experience.
- Knowledge of bankruptcy rules and procedures.
- Knowledge of CM/ECF.
- Experience with docketing and case management.

APPLICATION PROCEDURES

The following is a list of required application documents that must be submitted in the following order in a **single PDF file** and emailed to **hr@orb.uscourts.gov**

Cover letter:

- Reference job vacancy number **#2016-02**
- Include an email address in your contact information

Chronological resume which includes:

- education
- work history
- names and addresses of employers
- dates of employment
- work performed
- number and composition of personnel supervised, if any
- significant accomplishments

Application for Judicial Branch Federal Employment (Form AO 78) available at:

www.uscourts.gov/forms/AO078.pdf *(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.)*

GENERAL INFORMATION

- Applicants must be a U.S. citizen or eligible to work in the United States.
- This is a sensitive position within the Judiciary. The successful candidate is hired provisionally, pending the results of an FBI fingerprint and criminal background check.
- Employees must adhere to the Code of Conduct of Judicial Employees which is available at: <http://www.uscourts.gov/RulesAndPolicies/CodesOfConduct.aspx>
- Excepted service appointments are AT WILL and can be terminated with or without cause by the court.
- This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- The best qualified will be contacted for interviews. Candidates for interviews may travel at their own expense or be interviewed via telephone and/or videoconference.
- Resumes or enclosures will not be returned.
- This announcement is posted on the court’s internet web site at www.orb.uscourts.gov

BENEFITS

The judiciary offers a number of exceptional benefits to its employees. As a judiciary employee, you may be eligible to participate in the following benefits programs:

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| Health Insurance | Long-Term Care Insurance | Flexible Spending Accounts |
| Dental and Vision Insurance | Life Insurance | Commuter Benefit Program |
| Paid Leave | Retirement Program | Thrift Savings Plan (retirement savings plan) |

Information about federal judiciary employee benefits and compensation can be found on the United States Courts website career page: <http://www.uscourts.gov/Careers.aspx>

The United States Bankruptcy Court for the District of Oregon is an Equal Opportunity Employer

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct. This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative by sending an email to hr@orb.uscourts.gov. The decision on granting reasonable accommodations will be made on a case by case basis.