UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF FLORIDA

Joseph Falzone
Clerk of Court
Jose Rodriguez
Chief Deputy

Case Administrator
Ft. Lauderdale

Vacancy Number: 2017-01
Classification Level: CL 24/CL 25*
Salary Range: $37,548 - $61,008
(Salary commensurate with experience and qualifications.)
Duty Station: Ft. Lauderdale
Opening Date: 11/17/2016
Closing Date: 12/07/2016
***Promotion opportunity to the CL25 without further recruitment.**

HOW TO APPLY

Submit cover letter , Federal Judicial Branch Application for Employment (AO 78), resume is optional, electronically in PDF or Word to: usbchr@flsb.uscourts.gov; or mail to: U.S. Bankruptcy Court, C. Clyde Atkins Courthouse, Human Resources Office, 301 N. Miami Avenue, Miami, FL 33128. Incomplete application package may not be considered. Applications are not accepted via facsimile. Applications must be received by 4:30 p.m. on closing date.

Background Investigation

This is a "sensitive" position within the Judiciary. Employment will be considered provisional pending successful completion of an FBI fingerprint background check.

EMPLOYMENT OPPORTUNITY

POSITION OVERVIEW:

The Case Administrator manages the progression of bankruptcy cases in a Case Management/Electronic Case Filing (CM/ECF) environment by maintaining the official electronic case records, monitoring the completion of the required procedural steps, and performing the necessary noticing, administrative and clerical tasks. Duties include managing and quality controlling the assigned caseload to ensure timely progression in the CM/ECF system; scanning documents through an imaging system and monitoring the process; docketing hard copies of documents, issuing appropriate notices; daily filing; regular monitoring of email for issues/questions related to documents, files, and hearings; interaction with trustees and counsel; processing case conversions; preparing cases for closing; and providing non-legal information to the public. Additionally, while servicing the intake counter, the Case Administrator is generally the customer's first contact with the court and the customer service provided reflects upon the image of the Bankruptcy Court.

Qualification & Skills Requirements:

- To qualify for the CL 24, you must possess a minimum of two years general experience and one year of specialized experience.
  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 case administrator.
  Specialized Experience: 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 involve the use of specialized terminology; and experience with the routine use of keyboard skills and word processing software. Experience must provide evidence that the applicant has (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implication of alternate solutions; (3) the ability to communicate effectively with others, orally and in writing; and (4) the capacity to apply the knowledge, skills and abilities in the resolution of problems.
- Excellent customer service skills. Must be able to professionally represent the Court in communications with attorneys, trustees, debtors, and the public.
- Good verbal and written communication skills.
- Good organizational skills. Must be able to plan, organize and prioritize work.
- Accurate data entry skills and good proofreading skills are essential.
- Skill in handling procedural matters.
- Good computer skills in a Windows environment. Ability to learn electronic computer software.
- Ability to multi-task.

Court preferred qualifications:

Experience in the legal field, providing knowledge of legal terminology and processes; knowledge of bankruptcy rules and procedures; experience with the Case Management/Electronic Case Filing (CM/ECF) system.

Required characteristics:

Very detail oriented; self-directed, highly motivated and dependable; able to demonstrate sound ethics and good judgment; able to work harmoniously in a team environment; able to maintain a professional appearance and demeanor at all times.

INFORMATION FOR APPLICANTS:

Visit the court's website under Court Information/Employment at www.flsb.uscourts.gov and review the Open Position Applicant Information; Employee Benefits Information (includes paid vacation, sick leave and holidays; participation in federal health insurance, life insurance and retirement programs; supplemental dental and vision insurance, flexible benefit and commuter benefit programs); Citizenship Requirements; and access the Federal Judicial Branch Application for Employment (AO 78).

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER