

UNITED STATES BANKRUPTCY COURT MIDDLE DISTRICT OF LOUISIANA



NOTICE OF VACANCY

*The United States Bankruptcy Court for the Middle District of Louisiana is accepting applications for the position of **Case Administrator**.*

Duty Station:	Baton Rouge, LA
Job Grade:	CL 24-25
Duration:	Permanent
Closing Date:	Until Filled
Salary Range Minimum:	\$42,644
Salary Range Maximum:	\$62,951

Position Overview

The United States Bankruptcy Court for the Middle District of Louisiana is seeking qualified applicants for the full-time permanent position of Case Administrator. This position performs a variety of functions to support the Court and serve the bar and the public. The Case Administrator will be responsible for the intake and case management of proceedings for all bankruptcy cases assigned, as well as the information technology of CM/ECF. The Case Administrator is responsible for ensuring cases proceed smoothly and efficiently.

Representative Duties:

- Receive documents from the public, including pro se debtors, and file those documents into the record of the case and/or assist the public in the use of computerized databases.
- Answer and route incoming calls. Inform customers of required fees, receive payments, and issue receipts. Secure funds in case register, balance cash drawer at the end of the day, and process credit card payments for filed documents.
- Review filed documents for conformity with rules and regulations. Perform quality control on attorney-docketed entries. Prepare and enter orders and deficiency notices.
- Monitor assigned cases to ensure completion of required procedural steps. Manage progression of assigned cases to final disposition.
- Check for prior prohibited filings.
- Provide procedural and case information to the public and bar.
- Perform other duties as assigned.

Qualification Requirements:

Minimum Qualifications:

Applicant must be a high school graduate or equivalent with a minimum of two years general experience and at least one year of specialized experience equivalent to a CL-24.

General experience is defined as 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. Good knowledge of language usage, grammar, and spelling is required. Applicants must possess excellent computer skills in word processing, scanning and uploading PDF documents, email, web browsers and database systems.

Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of procedures demonstrating the ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Preferred Qualifications:

This position involves communication by phone, email, and in person with the public, chambers staff, and other court users. The ability to communicate courteously, patiently, respectfully, and accurately is required.

The position encompasses a great deal of responsibility and requires a mature, self-motivated person with a professional attitude. Applicant must also demonstrate excellent organizational skills and skills in prioritizing tasks and work assignments. The ability to analyze a variety of legal documents to determine compliance with rules, regulations, and procedures is required. This

position involves processing a high volume of documents on a daily basis. The ability to prioritize a number of required tasks and to work as part of a team to meet the needs of the court as a whole is necessary.

Ability to implement, operate and document data systems to maintain data integrity. Ability to analyze various reports to identify problem areas.

A Bachelor's Degree is preferred. Prior experience with a court or law office is also preferred.

Employee Benefits:

Employees of the United States Bankruptcy Court are at will employees, are not subject to regulations of the Civil Service Commission, and do not qualify for Merit System Board protections. However, under the Judicial System they are entitled to the same benefits as other federal government employees. Some of the benefits are:

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20-26 days of paid vacation depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and ten (10) paid federal holidays a year.
- Subsidized medical coverage with pre-tax employee premiums and flexible benefits program for health care and dependent care.
- Eligibility for Group Life Insurance, Long Term Disability, and Long Term Care coverage.
- Participation in the Federal Employees Retirement System with employer matching contributions.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.

Additional Information:

New Selectees are subject to background check or investigation and subsequent favorable suitability determination

.

Disclosures:

The United States Bankruptcy Court reserves the right to modify the conditions of this vacancy announcement, and/or fill multiple positions from this vacancy announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior written notice. The United States Bankruptcy Court requires employees to adhere to a Code of Conduct for Judiciary Employees. The Court will not reimburse candidates for travel in connection with the interview or pay for any relocation expenses. Only those interviewed will be notified of the selection outcome. We appreciate your interest in employment with our district.

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

How to Apply:

Applicants must be citizens of the United States or be authorized to work in the United States.

Interested candidates should submit a complete applicant's packet which includes:

A completed AO-078 Federal Judicial Branch Application For Employment

A letter of interest (cover letter)

A current/detailed resume

The AO-078 application form can be downloaded from:

<http://www.uscourts.gov/forms/AO078.pdf>

Applications will not be considered complete until all items listed above have been received.

Please Submit Completed Applications to:

Monica Menier

Clerk of Court

United States Bankruptcy Court, Middle District of Louisiana

707 Florida Street, Room 119

Baton Rouge, Louisiana 70801

or via e-mail to:

monica_menier@lamb.uscourts.gov