



**United States Bankruptcy Court  
Northern District of Georgia**

## VACANCY ANNOUNCEMENT

<b>Position:</b>	<b>Case Administrator</b>
<b>Number of Openings:</b>	<b>up to 2</b>
<b>Location:</b>	<b>Atlanta, GA</b>
<b>Opening Date:</b>	<b>April 13, 2016</b>
<b>Closing Date:</b>	<b>May 3, 2016 or until filled</b>
<b>Salary:</b>	<b>CL 24/25 (\$37,093 - \$66,576) depending on experience and qualifications</b>

**Overview:** The United States Bankruptcy Court for the Northern District of Georgia, the third largest of its kind in the country, covers 46 counties and maintains offices in Atlanta, Newnan, Gainesville and Rome. Approximately 85 Clerk's Office staff support the work of nine judges. Case Administrators are responsible for the comprehensive management of a set of cases from opening to final disposition.

### Description of duties:

- Review documents, whether filed electronically or in paper form, for accuracy and completeness
- Prepare clear and concise docket entries
- Maintain a unique claims register for each case
- Monitor the collection of filing fees for the petition and all subsequent pleadings
- Track the progression of related adversary proceedings
- Process conversions from one chapter of the Code to another as well as dismissals
- Ensure court orders and notices of hearing are served in a timely manner and on the proper parties
- Audit cases ready for discharge and/or closing for compliance with all applicable rules and procedures
- Provide the highest level of customer service to judges, the bar, trustees, litigants and the general public
- Perform other duties as assigned

### Mandatory Qualifications:

- Associate's Degree or equivalent
- Two years of progressively responsible experience working in an environment where the application of a body of rules, regulations, directives or laws is a core task and critical thinking is essential
- Ability to effectively communicate, both orally and in writing, with the various audiences detailed in the Duties section above
- Advanced proficiency with MS Word
- Exceptional organizational and time management skills
- Ability to maintain a professional demeanor, exercise mature judgment, and to be a dependable and flexible team participant

**Court Preferred Skills/Qualifications:**

- Bachelor's degree from an accredited institution
- Proficient with Excel
- Advanced writing skills

**How to Apply:** To apply for this position, qualified applicants should submit: 1) a résumé; 2) a cover letter addressing qualifications and relevant experience; and 3) a Form AO 78, Application for Judicial Branch Federal Employment, available on the Court's website at:

[http://www.ganb.uscourts.gov/sites/default/files/emp\\_applic.pdf](http://www.ganb.uscourts.gov/sites/default/files/emp_applic.pdf)

Submit completed application packages to [Jennifer.Kirksey@ganb.uscourts.gov](mailto:Jennifer.Kirksey@ganb.uscourts.gov)

Preference will be given to those applications received on or before the closing date of May 3, 2016. Various skills assessment tests will be administered.

**Salary considerations:** The starting salary will be fixed commensurate with the experience and qualifications of the applicant.

**Notice to Applicants:** Employees of the United States Bankruptcy Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. As a condition of employment, the selected candidate must successfully complete a background check, including fingerprinting, as well as a check of financial and credit records. Any position offer will be considered provisional until a full suitability determination can be made. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicant must be a United States citizen or eligible to work in the United States.

The United States Bankruptcy Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, court employees generally are not subject to the many statutory and regulatory provisions that govern civil service employment.

**Employment Benefits:** Employees of the United States Bankruptcy Court are eligible for, but not limited to, the following employment benefits:

- Accrual of paid vacation and sick leave days, based on length of service, and ten paid holidays during the year
- Participation in pre-tax benefit programs (Health, Dental, and Vision Insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit)
- Optional group life insurance
- Public Transportation Subsidy
- Participation in the Federal Employees Retirement System (FERS)
- Thrift Savings Plan (with employer matching a percentage of employee's contribution)

The United States Bankruptcy Court is an **Equal Opportunity Employer**.