



Vacancy #22-02

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

VACANCY ANNOUNCEMENT

Position:	CM/ECF Administrator
Location:	Atlanta, GA
Opening Date:	March 31, 2022
Closing Date:	April 21, 2022 or until filled
Salary:	CL 26/27 (\$50,857 - \$90,848) based upon qualifications

Overview: The United States Bankruptcy Court for the Northern District of Georgia covers 46 counties and maintains offices in Atlanta, Newnan, Gainesville and Rome. Approximately 100 Clerk's Office staff support the work of eight judges. The CM/ECF Administrator is responsible for providing procedural guidance to court personnel and members of the bar regarding electronic filing and CM/ECF. Additionally, the CM/ECF Administrator provides operations support including collection and review of data for statistical reporting, review and preparation of various management information reports, and quality control of case records.

Description of Duties:

- Assist external users with CM/ECF related questions via phone and email
- Process CM/ECF registrations and account updates
- Collect, reconcile, and transmit statistical information
- Process transcript requests
- Conduct quarterly PACER audits
- Process PACER exemption requests and orders
- Assist with quality control of case records to ensure accuracy and/or proper service
- Identify and recommend appropriate updates and/or training for internal and external users
- Assist with development of CM/ECF training modules
- Review daily reports ensuring integrity of various system functions
- Provide backup for CM/ECF Analyst
- Perform other duties as assigned

Mandatory Qualifications:

- High school diploma or equivalent
- Record of progressively responsible experience working in an environment where applying a body of rules, regulations, directives, or laws is a core task and critical thinking is essential
- Ability to maintain a professional demeanor, exercise mature judgment, and be a dependable and flexible team participant
- Exceptional organizational and time management skills
- Ability to communicate clearly both in writing and verbally with court staff, chambers, the bar, and the public
- Proven track record of delivering the highest level of customer service to internal and external parties

Court Preferred Qualifications:

- Associate's degree or Bachelor's degree is preferred
- Proficient in Microsoft Word, Excel, and PowerPoint

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:

https://www.ganb.uscourts.gov/sites/default/files/ao_078_revised_2021-12-15.pdf

Completed application packages should be submitted electronically to:

Roosevelt_Childs@ganb.uscourts.gov

Preference will be given to those applications received by the closing date of April 21, 2022. 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, and a check of financial and credit records. Any position offer will be provisional until a full suitability determination can be made. Court employees must 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 eleven 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**.