



Posting Number: 16-02

UNITED STATES BANKRUPTCY COURT
Middle District of Georgia
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VACANCY ANNOUNCEMENT

Position: CASE MANAGER

Location: Macon, Georgia

Opening Date: December 7, 2015

Closing Date: December 31, 2015, or until position is filled
(Enter on Duty for this position would be February 8, 2016)

Salary: CL 25 (\$38,704 to \$62,951) (Career progression to CL 26 - \$42,644 - \$69,289)
Based Upon Qualifications and Experience

The Clerk's Office of the United States Bankruptcy Court for the Middle District of Georgia, Macon Division, is accepting applications for a full-time, permanent Case Manager position. The Court is seeking self-motivated individuals who possess a strong work ethic and have excellent interpersonal, automation, and analytical skills.

Position Overview: Case Managers manage the progression of bankruptcy cases and related adversary proceedings by maintaining official case records in an automated system and monitor the case from opening to final disposition in accordance with established internal controls and case management procedures. The successful applicant for this position will be permanently assigned Intake duties. A representative of duties include but are not limited to: acting as a customer service representative to Court visitors; docketing, noticing, and conducting quality control review of cases filed through the court's electronic case filing system in order to ensure accuracy and conformity with local and federal rules; collecting and receipting fees as needed; processing incoming and outgoing mail and accepting delivery of packages; discharging and closing cases accurately and timely in accordance with established procedures; generating reports. Communicates regularly with judges, clerk's office staff, attorneys, trustees, and the general public in person, in writing, and telephonically regarding case related matters. Provides instructions on proper filing procedures and non-legal information. Case managers also perform Electronic Court Reporting Officer (ECRO) duties. Occasional travel may be required.

About the Court: The United States Bankruptcy Court for the Middle District of Georgia is located in Macon, Georgia with a divisional office in Columbus, Georgia. The Court has two judges in Macon and one judge in Columbus. Hearings are also conducted monthly in Albany, Athens, and Valdosta.

Minimum Qualification Requirements: The applicant must have a high school diploma or equivalent. Two (2) years of progressively responsible clerical or administrative experience working in an office setting such as a law firm, banking, real estate/title office, or other similar work is required. The applicant must demonstrate experience in word processing, web-based environments, and data entry involving the use of automation skills, the use of specialized terminology, and the ability to apply a body of rules, regulations, directives or laws. The applicant must possess exceptional communication skills since frequent contact is with a wide variety of individuals within and outside the Judiciary. The applicant must possess excellent computer skills with a demand for accuracy and quality assurance. Good judgment with the ability to apply concepts to determine what action needs to be taken and good proofreading skills are essential. Applicants must be able to enroll in and comply with the court's telework program.

Desirable Qualifications: A bachelor's degree from an accredited college or university and work experience in bankruptcy, federal or state courts, or the federal government, are preferred. Experience with case management and familiarity with electronic case filing, especially the CM/ECF (Case Management/Electronic Case Filing) or similar systems, is desirable.

Employee Benefits: The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are covered by the Court Personnel System (CPS). Court employees are considered at-will and are not covered by federal civil service classifications or regulations. Court employees are, however, entitled to the same benefits as other federal employees. These benefits include:

- 13 days paid vacation for the first three years employment, 20 days after three years, 26 days after fifteen years;
- 13 days paid sick leave per year;
- 10 paid holidays per year;
- Choice of medical, dental and vision coverage from a wide variety of plans;
- Life Insurance options;
- Federal Employees Retirement System;
- Immediate participation in the Thrift Savings Plan (401K plan);
- Optional participation in the Judiciary's Long Term Care Insurance Program;
- Optional participation in the Judiciary's Flexible Spending Program;
- Commuter Benefit Program (dependent on fiscal year funding);

As a condition of employment, the selected candidate will be subject to an FBI fingerprint check and may be subject to periodic updates.

How to apply: Qualified applicants must submit the following: (1) a cover letter; (2) a resume that details years of experience, including names and addresses of employers, dates of employment, functions managed, number and composition of personnel supervised, and salary history; (3) an Application for Judicial Branch Federal Employment (Form AO78); and (4) a list of at least three professional references, with current contact information. Resumes and applications should be received at the address below.

Please submit application materials in an envelope **MARKED CONFIDENTIAL to:**

Human Resources Service Specialist
United States Bankruptcy Court
P. O. Box 1957
Macon, Georgia 31202

No applicant documentation will be accepted at our Columbus Divisional Office. Applications for Judicial Branch Federal Employment (AO 78) may be obtained from the Administrative Office of the United States Court's web-site at: <http://www.uscourts.gov/forms/AO078.pdf>

Only applicants who are selected for interviews will be contacted by the Court. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

Notice to Applicants: The United States Bankruptcy Court is an **Equal Opportunity Employer**. Employees of the United States Bankruptcy Court are required to adhere to a Code of Conduct, copies of which are available upon request. The United States Bankruptcy Court is part of the Judicial Branch of the United States Government.

Employees of the United States Bankruptcy Court are considered AT WILL employees.

The Federal Financial Reform Act requires direct deposit of federal wages for court employees.

The court will not pay for any interview or relocation expenses.

Applicants must be United States Citizens or eligible to work in the United States.