

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA**

VACANCY ANNOUNCEMENT # 2019-03
Case Administrator Assistant

POSTING DATE:	February 25, 2019	Location:	Raleigh, NC
Interim Cut-off:	March 25, 2019	Salary Grade/Range:	CL 23 (\$34,276- \$55,718)
CLOSING DATE:	April 25, 2019	Promotional Potential:	CL 24-25

*Depending upon experience and qualifications

POSITION:

The Clerk of the United States Bankruptcy Court for the Eastern District of North Carolina is accepting applications for a permanent position of Case Administrator Assistant. We are looking for a new team member to join us in accomplishing our mission of providing courteous, efficient and quality service to the court, the bar and the public.

The Case Administrator Assistant will provide case-related support by maintaining the timely and accurate filing of documents, in accordance with approved internal controls, policies and procedures, as well as, local and federal rules. The Case Administrator Assistant will perform support duties such as answering telephones, inputting data, filing, copying, scanning and docketing paper claims received in the mail, and processing filings received electronically. The Case Administrator Assistant will greet customers, provide exceptional customer assistance at the front counter and will be responsible for the collection and receipting of the appropriate fees.

MINIMUM QUALIFICATIONS:

Must be a high school graduate or equivalent; at least two years clerical or administrative experience (educational substitution may apply); good oral and written communication skills; proficient computer skills in Windows environment and word processing.

PREFERRED SPECIALIZED EDUCATION & EXPERIENCE:

Bachelor or Associate degree from an accredited college or university; responsible experience in an environment related to the processing of legal documents such as a court or law office preferred.

PERSONAL CHARACTERISTICS:

Successful candidate must be a self starter, highly organized, mature, responsible and tactful. This incumbent must maintain a professional appearance and demeanor at all times; demonstrate initiative and the ability to exercise good judgment; be able to work harmoniously with others and communicate effectively. The preferred candidate should be able to demonstrate a record of ongoing professional development, excellent work ethic, and a focus towards continuous improvement.

BENEFITS:

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are not included in the Government's Civil Service classification. They are, however, entitled to similar benefits as other federal employees. These benefits include:

13 days paid vacation for the first three years of employment, 20 days after three years, 26 days after 15 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 Flexible Spending Program; and Commuter Benefit Program (dependent on fiscal year funding). A flexible work schedule and a professional environment. Electronic Funds Transfer for payroll deposit is required. Salary will be based on experience and qualifications.

APPLICATION PROCEDURE:

Applicants must submit a cover letter, official application, and resume to: HumanResources@nceb.uscourts.gov with the Subject Confidential: 2019-03 Case Administrator Assistant. The Official Application (AO78) may be obtained at www.nceb.uscourts.gov. Travel and relocation expenses will not be reimbursed. Final candidates are subject to an FBI fingerprint and background check.

INFORMATION FOR APPLICANTS:

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. Current academic transcript required. The successful candidate is subject to a background check or investigation which includes an FBI fingerprint check as a condition of employment. Employee retention depends upon a favorable suitability determination. The U.S. Bankruptcy Court requires employees to follow a code of conduct available upon request. You must be a U.S. citizen or eligible to work in the U.S. Due to the volume of applications received, the United States Bankruptcy Court will only communicate to those individuals who will be tested or interviewed for open positions. No funds are available for reimbursement of travel or parking expenses in connection with interviews.

- The United States Bankruptcy Court is an Equal Opportunity Employer -