

# CAREER OPPORTUNITY



## The United States Bankruptcy Court Western District of North Carolina

### POSITION

Case Administrator (4-month temporary position January 2005 - April 2005)

### LOCATION

Asheville, North Carolina

### TARGET GRADE

CL 22 - 24 (\$21,349-\$36,626) depending on qualifications/experience

### CLOSING DATE

Friday, October 29, 2004 or until filled.

### POSITION OVERVIEW

This position is located in the Clerk's Office of the U.S. Bankruptcy Court in the Asheville, N.C. Division. The Temporary Case Administrator position maintains official court records and interacts with the public directly and by telephone. The incumbent will engage in a variety of duties including the following:

- C Receive and check incoming documents for conformity with federal and local rules;
- C Receive and maintain daily incoming fees and receipts;
- C Scan case related documents;
- C Check a variety of reports;
- C Transmit calendaring information to appropriate personnel;
- C Open, stamp, and distribute mail appropriately;
- C Balance daily incoming monies and periodically make daily deposit;
- C Provide non-legal and procedural information to the public;
- C General office support (e.g., answering telephone) and other duties as assigned.

### QUALIFICATIONS

#### General Experience

Incumbent must be a team player who is dependable, detail oriented energetic, has a 100% accuracy rate, flexible, professionally discreet and able to work in a multitask, fast-paced environment. This position carries with it a great deal of responsibility and requires a mature, self-motivated person with a professional attitude and the ability to work collaboratively as well as on an individual basis. This position also requires a "whatever it takes" attitude. Qualified applicants will have progressively responsible clerical experience, good computer skills and good communication and interpersonal skills. This knowledge should include a positive customer service orientation, record-keeping, good typing skills with a demand for accuracy and quality assurance and regular use of a computer. College degree, higher education courses and/or prior court/legal experience is preferred.

#### Specialized Experience

Two years specialized experience, including at least one year at the CL-23 level to qualify for the CL-24 level. Some education credits may be substituted for experience.

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Case Administrator Announcement Continued



## EDUCATION

High school graduation or equivalent required.

## BENEFITS

Employees of the United States Bankruptcy Court are Excepted Appointments and are not included in the government's competitive service classification system. Positions are classified and graded by the Court Personnel System.

Temporary appointments of less than one year are covered by the leave act and social security, but no other retirement systems. Temporary employees are not eligible for participation in any health or life insurance programs, the Thrift Savings Plan or the judiciary's supplemental benefits program.

## INFORMATION FOR APPLICANTS

Interested applicants should submit their resume to:

Administrative Manager  
U.S. Bankruptcy Court  
Post Office Box 34189  
Charlotte, N.C. 28234-4189

For additional information on the U.S. Bankruptcy Court, see our web site at:

[www.ncwb.uscourts.gov](http://www.ncwb.uscourts.gov)

Tests to determine level of skill/knowledge may be given to final applicants. This position is subject to mandatory Electronic Funds Transfer (EFT) participation for payment of net pay, (i.e., Direct Deposit). The U.S. Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants to review upon request.

The United States Bankruptcy Court hiring procedures adhere to guidelines set out in the Court's Employee Dispute Resolution Plan. A copy is available to applicants upon request.

Final candidates are also subject to a full background records check prior to job offer.