

**UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF INDIANA**

**CAREER OPPORTUNITY**

**Case Administrator III**

Location: Indianapolis, Indiana

Position Type: Full Time Permanent

Announcement No. 15-01

Opening Date: June 12, 2015 Closing Date: **June 26, 2015**

Salary: CPS CL 25/26 \$38,880 - \$69,605

(Based upon experience)

**POSITION SUMMARY**

The Case Administrator III performs intake and case administration duties. The incumbent is a front counter specialist, proficient in all facets of customer service, case management, appeals and withdrawal of record processing and directing other case administration staff on front counter duties. The position reports to INSB Team Leaders. Work hours of this position are fixed and opportunity to telework is limited.

**DUTIES AND RESPONSIBILITIES**

The Case Administrator III performs front counter work: provides assistance to customers in person and on the phone, troubleshoots computer/technology problems for onsite customers, processes filed documents, performs financial transactions, and manages archiving/records matters. Incumbent serves as a case processing specialist: Manages progression of cases from opening to final disposition, specializes in processing of appeal/withdrawal of reference work and other complex documents requiring interaction with District Court. This position provides leadership to other case administration staff by monitoring, guiding and training staff on front counter matters. The Case Administrator III performs additional duties such as updating and maintaining court manuals, preparing and maintaining forms for court's website, drafting/revising written procedures or rules and performing other special assignments.

**QUALIFICATIONS**

Applicant must be a U.S. Citizen or eligible to work in the United States. Candidate must have high school diploma or equivalent and two (2) years progressively responsible clerical or administrative experience requiring regular and recurring application of clerical procedures that demonstrates the ability to apply a body of rules, regulations, directives, or laws and involves the routine use of specialized terminology, such that is found working in law firms, banking and credit firms, insurance or real estate companies.

**PERSONAL QUALIFICATIONS**

Qualified candidates should possess excellent oral and written communication skills as well as excellent organizational and multi-tasking skills. Candidates must be able to interact respectfully and tactfully with all levels of customers and be able to work under pressure while managing a variety of duties and projects. Proficiency in Word is required as well as the ability to draft clear written procedures and documents. Leadership skills are needed to effectively provide guidance to other case administrative staff working in the intake section. Candidates must have required technical skills to troubleshoot basic computer/technology issues of customers onsite and on phone and the ability to operate cash register and multiline telephone system. Dependability and punctuality are essential.

## **BENEFITS AND HIRING POLICIES**

The United States Courts offer benefits to full-time employees which include:

- 10 paid holidays per year
- 13 - 26 paid vacation days (dependent upon years of service)
- Paid sick leave
- Health, dental, vision and life insurance options
- Long- term care insurance
- Flexible spending accounts for medical/dependent care/commuter expenses
- Thrift savings (retirement) plan with employer matching
- Mass transportation subsidies
- Credit Union participation

The United States Courts are part of the Federal Judiciary. As such, most employees fall under the Court Personnel System (CPS) as opposed to the General Schedule (GS) for federal employees of the Executive Branch. Although comparable to civil service in salary, leave, and insurance benefits, employees of the U.S. Courts have **EXCEPTED** service appointments. They are at-will employees appointed by the Clerk of the Court, and can be terminated with or without cause by the Court. The incumbent selected for this vacancy will receive on-the-job training and must serve a probationary period of not less than six months.

The Clerk reserves the right to modify the conditions of this job announcement by withdrawing or filling more than one position described herein. The final candidate will be subject to a background check or investigation, and periodic re-investigations, if applicable, with retention contingent upon a favorable suitability determination. The Federal Financial Reform Act of 1994 mandates that net salary payments be transferred electronically by direct deposit.

## **PROCEDURES FOR APPLYING**

Submit a resume to the address below by the close of business on **Friday, June 26, 2015**.

E-mailed documents must be in Word or PDF format. Zip files will not be accepted. Due to the anticipated number of applications, only the best qualified applicants will be contacted for a personal interview.

**[HRDept@insb.uscourts.gov](mailto:HRDept@insb.uscourts.gov)**

***THE UNITED STATES COURTS ARE AN EQUAL OPPORTUNITY EMPLOYER***