



# UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF TEXAS

200 E. Ferguson - 2<sup>nd</sup> Floor - Tyler, Texas 75702 - Tel. 903-590-1212x212 - FAX 903-590-1230

## \*POSITION VACANCY ANNOUNCEMENT\*

Position: Intake Case Administrators (Two Positions)

Job Posting # 2002-2

Deadline for Applications: **March 25, 2002**

Beginning Salary Range:

\$ 30,567 - \$ 38,206 - CL 25

Location: **Plano, Texas**

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The Clerk of the United States Bankruptcy Court is seeking applications for two **CASE ADMINISTRATOR/PERMANENT INTAKE CLERKS** in the court's **Plano, Texas** office. This is a permanent full-time position with full federal benefits.

**REPRESENTATIVE DUTIES:** The Case Administrator/Permanent Intake Clerk receives and processes new bankruptcy petitions and all other documents filed at the public counter. The incumbent manages the progression of bankruptcy cases and related adversary proceedings from opening to final disposition by maintaining the official case records, monitoring the completion of the required procedural steps and performing the necessary noticing, administrative and clerical tasks as assigned.

**QUALIFICATIONS:** The office is a high-volume work environment; therefore, the ability to efficiently manage time by prioritizing and organizing the daily work is desired. To qualify for the position of case administrator, a person must be a high school graduate or equivalent and have the following experience:

**GENERAL EXPERIENCE:** Responsible clerical or administrative experience providing a knowledge of office clerical practices such as filing, telephone usage, typing/computer skills, record-keeping, sorting and distributing mail.

**SPECIALIZED EXPERIENCE:** Two years specialized experience, including at least one year equivalent to work at Classification Level (CL) 24. This would be progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws. Such experience is commonly found in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

**EDUCATIONAL SUBSTITUTIONS:** Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.

**PROCEDURE:** Interested parties may submit an **Application for Judicial Branch Federal Employment (AO-78)** to Carol Thompson, Personnel, U. S. Bankruptcy Court, 200 E. Ferguson, Tyler, Texas 75702. See the court's web site at [www.txeb.uscourts.gov](http://www.txeb.uscourts.gov) for the application and position vacancy announcement. An application may also be obtained by telephoning the court's personnel office at 903-590-1212 # 212 or by e-mail at [Carol\\_Thompson@txeb.uscourts.gov](mailto:Carol_Thompson@txeb.uscourts.gov).

**RESTRICTIONS:** The court will not pay for any location or interview expenses. The position is subject to background check and mandatory direct deposit. **Applicants selected for interview will receive a letter or phone call to set up an interview. Only those applicants selected for an interview will receive communication from the court.** The court is an Equal Opportunity Employer.