



UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF TEXAS

200 E. Ferguson - 2nd Floor - Tyler, Texas 75702 - Tel. 903-590-1212x212 - FAX 903-590-1230
Carol.Thompson@txeb.uscourts.gov

POSITION VACANCY ANNOUNCEMENT

Positions: Two Intake/Case Administrators
Temporary Positions (a year and a day)

Deadline for Applications:

Must be received by April 22, 2002

Beginning Salary Range:

\$ 29,944 - \$ 37,428 (CL 25)

Location: **Tyler, Texas**

Job Posting 2002-4

The Clerk of the United States Bankruptcy Court is seeking applications for two **INTAKE/CASE ADMINISTRATORS** in the court's **Tyler** office. These are temporary (a year and a day) positions with the expectation that the jobs will become permanent subject to budgetary considerations.

REPRESENTATIVE DUTIES: Intake/Case Administrator 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. The incumbent will be involved in the court's transition to the new Case Management/Electronic Case Filing (CM/ECF) program.

QUALIFICATIONS: Applicants must be able to meet the public and work in a fast-paced, multi-faceted organization that requires flexibility as well as outstanding organizational, interpersonal and customer service skills. The incumbent should possess strong computer skills. 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 the CL-24. 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: 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 for position vacancy announcement with procedure for applying and federal application.** If you are unable to download the application and position vacancy announcement, you may request one through the court's personnel office at 903-590-1212 # 212 or at Carol.Thompson@txeb.uscourts.gov. Application must be **received** by 4/22/2002. Job Posting 2002-4

RESTRICTIONS: The court will not pay for any location or interview expenses. The position is subject to mandatory direct deposit and background investigation. **Please Note: Applicants selected for interview will receive a letter or phone call to set up an interview. Interviews will be conducted in Tyler, Texas. Only those applicants selected for an interview will receive communication from the court.**

*****Equal Opportunity Employer*****

4/5/2002