



**United States Bankruptcy Court
Office of the Clerk
Middle District of Florida
Tampa Division**



POSITION VACANCY

Position: Case Manager

Location: Orlando, Florida

Starting Salary Range: \$33,770-60,643*

CPS CL 24/1 to 25/61

Date: October 29, 2009

Announcement No. 09-16

Closing Date: November 6, 2009

The United States bankruptcy Court Clerk's Office, Orlando Division, has an immediate opening for the position of Case Manager.

REPRESENTATIVE DUTIES

The case manager oversees the progression of bankruptcy cases by maintaining official case records in an electronic system and monitoring the completion of required procedural steps. Duties include informing customers of required fees, receiving payments and issuing receipts, and securing funds in a cash register, making summary entries on the docket; ensuring that all automated entries are appropriately linked for proper case management, verifying electronically filed documents and entries made by external users to ensure they have been entered correctly, preparing cases electronically for use in court proceedings, and examining documents to determine nature of action for appropriate follow-up. Additional duties are managing cases to ensure timely progression by reviewing incoming documents to establish dates for calendaring of court hearings, processing case conversions, interacting with trustees and counsel, preparing cases for closing and providing non-legal information to the public. The position reports to a case management team supervisor.

MINIMUM QUALIFICATION REQUIREMENTS

Three (3) years of work experience as follows: At least two (2) years of general clerical or administrative experience related to processing of legal documents. One (1) year of specialized experience in a progressively responsible clerical or administrative position which provided knowledge of legal procedures and/or legal pleadings such as might be found in law, insurance or banking. This extremely fast-paced position requires incumbent to be detail-oriented and possess strong organizational and communication skills. High school diploma, accurate typing, and solid PC computer skills including familiarity with Windows and MS Office, are required. An associate's degree and CM/ECF experience are highly desirable. In addition candidates must display a professional demeanor.

APPLICATION AND SELECTION

Qualified applicants are invited to submit a cover letter and current resume to: Celia Rodenmeyer, Human Resources Manager, Announcement # 09-16, United States Bankruptcy Court, 801 North Florida Avenue, Tampa, FL 33602-3899

The best-qualified applicants will be invited for interviews. All interviews will be conducted in the Orlando office and applicants selected for interviews must pay all travel expenses. Applicants must be a U.S. citizen or eligible to work in the United States. The selected candidate will be subject to a background check as a condition of employment.

INFORMATION FOR APPLICANTS

The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicant pool of the original announcement without posting the position. Only qualified applicants will be considered for this position. Employees of the U.S. Bankruptcy Court serve under “Excepted Appointments” and are considered “at will” employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees. All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials or the inability to meet the following conditions may be ground for non-selection, withdrawal of an offer of employment or dismissal after being employed. If selected for this position, the incumbent will be subject to a one-year probationary period.

Participation in the interview process will be at the applicant’s own expense and relocation expenses will not be provided. The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. direct deposit).

*Starting salary commensurate with work experience, previous bankruptcy experience, previous court experience and prior pay history. The top classification for this position is a CL 25.

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States.

EMPLOYEE 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.

- Merit and classification increases
- Choice of health benefit plans
- Participation in a group life insurance program
- Participation in a group long-term disability insurance program
- Participation in a long-term care program
- Ten paid holidays per year
- Vacation Leave and sick leave
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- Participation in Federal Employees Retirement System

The United States Bankruptcy Court is an equal opportunity employer

