

CAREER OPPORTUNITY

United States Bankruptcy Court Western District of Wisconsin



Position:	Case Administrator/Courtroom Deputy
Vacancy Number:	#17-02
Location:	Madison, Wisconsin
Area of Consideration:	Open to all qualified applicants
Salary:	CL 24 \$36,026 to \$58,601 (Starting salary commensurate with work experience, education, prior/present pay history and previous federal court experience, if applicable.)
Promotion Potential:	CL 25-26 (without further competition) \$39,796-\$71,247
Date Posted:	June 26, 2017
Closing Date:	July 16, 2017

If you are looking for a challenging career in public service, this is the position for you! We're seeking a detail oriented, customer service focused person to join our team as a Case Administrator/Courtroom Deputy. The ideal candidate is a self-starter with excellent interpersonal skills who can readily adapt to fast changing priorities in a small-office setting. A legal background is helpful, but is not required. This is a full-time permanent entry-level position located in Madison, Wisconsin, that reports directly to the Operations Manager.

Representative Duties

As a member of the clerk's office, you will work in collaboration with other case administrators/courtroom deputies with: managing the progression of bankruptcy cases and related adversary proceedings from opening to final disposition; assisting with courtroom functions such as calendaring, managing the judge's caseload, attending and logging court proceedings, recording proceedings, and other similar courtroom deputy duties; assisting the public with inquiries regarding status of cases and providing procedural (non-legal) advice; performing general office and administrative duties.

The successful candidate possesses the following professional competencies (knowledge, skills, and attributes):

- **Collaboration:** Works well with others to achieve organizational goals.
- **Communication:** Conveys oral and written information in a clear, concise, and understandable manner.
- **Customer Service:** Serves all internal and external customers in a professional manner.
- **Flexibility:** Adapts readily to changing circumstances.
- **Integrity:** Demonstrates sound ethics and judgment.
- **Problem Solving:** Uses appropriate methods and strategies to resolve challenges.
- **Quality-Driven:** Performs job duties efficiently and effectively.
- **Self-Development:** Takes responsibility for ongoing professional development.

Qualifications

High school graduate or equivalent and a minimum of two years of general experience. Requires one year specialized experience equivalent to work at CL23 to qualify for CL24. Specialized experience is 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 encountered in law firms, banking and credit firms, educational institutions, social service

organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

General experience includes duties such as assisting with the review of incoming documents to determine conformity with regulations and requirements, routing documents after acceptance, acting as receptionist and providing information to a wide variety of people and assisting with entering information into the docket.

Benefits

Federal benefits include paid vacation and sick leave, (10) paid holidays, and retirement benefits. Optional benefits include health and life insurance, long-term care insurance, dental and vision insurance, and a tax-deferred savings plan.

Conditions of Employment

All application information is subject to verification. Appointment to this position is provisional, contingent upon an FBI fingerprint background check. Retention depends on a favorable suitability determination. Applicants must be U.S. citizens or eligible to work in the United States. Employees must use Electronic Fund Transfer (ETF) for payroll deposit.

Notice to Applicants

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause.

The Court requires employees to adhere to the Code of Conduct of Judicial Employees which is available at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>.

Direct deposit is required for employee salary compensation. Applicants must be United States citizens or eligible to work in the United States.

Procedures for Applying

Online (preferred) please follow the link below:

<https://tdi.ilnb.uscourts.gov/wwwroot/Employment/appform.cfm?ref=a417e91f&pos=17-02>

Complete the information fields and attach your cover letter, resume, references and the Judicial Branch Federal Employment Application (AO78). The AO78 is located in the above link.

If not applying online, send in your cover letter, resume, references, and the Judicial Branch Federal Employment Application (AO78). The AO78 is located on our website. <http://www.wiwb.uscourts.gov/employment-opportunities>

Please mail your materials to:

U.S. Bankruptcy Court
120 N. Henry St.
Madison, WI 53703
Attn: Human Resources

Mailed applications must be postmarked prior to July 17th, to be considered.

Only applicants who are selected for interviews will be contacted by the Court. Applicants selected for interviews must travel at their own expense or be interviewed via telephone and/or videoconference.

The United States Bankruptcy Court reserves the right to amend the conditions of this job vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.

The United States Bankruptcy Court is an Equal Opportunity Employer