

# United States Bankruptcy Court Western District of Texas Vacancy Announcement



[WWW.TXWB.USCOURTS.GOV](http://WWW.TXWB.USCOURTS.GOV)

## POSITION INFORMATION

Job Grade: CL24

Salary Range: \$34,356- \$55,864

## SEND INFO:

Patty Nelson, HR Manager  
USBC  
615 E. Houston, Suite 546  
San Antonio, Texas 78205

Or send PDF to  
[Patty\\_Nelson@txwb.uscourts.gov](mailto:Patty_Nelson@txwb.uscourts.gov)

Resumes must be received by 5pm  
on Friday, August 31, 2012.

## BENEFITS:

- Paid holidays
- Annual leave/Sick leave
- Federal Employee Retirement System

### Optional participation:

- Thrift Savings Plan
- Federal Employees' Health Benefits
- Dental & Vision Program
- Health Care Reimbursement Program/Dependent Care Reimbursement Program
- Group Life Insurance
- Flexible Benefits Program
- Long Term Care Insurance
- Long Term Disability

## Case Manager I - Austin #2012-05CM

The U.S. Bankruptcy Court for the Western District of Texas is seeking qualified candidates for a Case Manager I in our Austin Office. The clerk's office has 55 employees in five offices that include Austin, El Paso, Midland, San Antonio and Waco. The clerk's office serves four Judicial Officers and their staff.

The incumbent will maintain official case records, file bankruptcy cases, adversary proceedings, and documents; perform necessary noticing and clerical tasks; act as receptionist and furnish information to a wide variety of customers within and outside of the court; assist the public in use of computer databases, answer public inquiries; sort and review mail, scan documents, review documents for conformity with federal and local rules; document receipt of court funds, issue receipts and reconcile funds and use digital audio recording equipment to create a digital audio recording of court proceedings.

The employee will also assist experienced Case Managers with managing the progression of bankruptcy cases by maintaining official case records in an automated system, monitoring the completion of the required procedural steps, and performing the necessary noticing, administrative and clerical tasks, making summary entries on the docket, reviewing incoming documents for court hearing dates to enter on the docket, examining documents to determine nature of action for appropriate follow-up.

Experience required includes a minimum of one year of current demonstrated experience in an administrative role in which they demonstrated the ability to read and understand complex procedures and guidelines. The position held should have provided the opportunity to provide excellent customer service. The candidate should possess the proven ability to excel in a collaborative work setting. Excellent computer skills with an aptitude for quality assurance is a must. Ability to write grammatically correct sentences and compose business correspondence is also

desired. The candidate must have the ability to exercise mature judgment and the ability to communicate clearly in order to interact effectively with the public and staff, providing good customer service and resolving difficulties efficiently.

Preferred qualifications include bankruptcy knowledge and experience with CM/ECF and E-Orders. The preferred candidate will be able to demonstrate a successful employment history in administrative roles in a legal environment. Additionally, we are looking for a candidate who can work with the public on complex issues in a friendly and professional manner.

Federal judiciary employees are considered at will and are not subject to the employment regulations of competitive service. Employees are required to adhere to the Code of Conduct for Judicial Employees. Employees undergo an initial OPM Background Investigation. Appointments to the position are provisional and contingent upon the satisfactory completion of a background investigation. Updates are required every five years. Applicants must be a U.S. Citizen or lawful permanent resident actively seeking citizenship. Travel expenses for interviews cannot be reimbursed.

To apply, submit a current resume with salary history. In addition to a resume, interested candidates should submit answers to the following questions using Times New Roman, 12 point font. Submissions should not exceed one page, be single-spaced and have one-inch margins.

1. Describe your work experience for which strong analytical skills and accuracy were extremely important.

2. Multi-tasking, meeting deadlines and follow-through are essential in this position. What methods do you use to keep yourself organized?