***** C A R E E R O P P O R T U N I T Y *****

UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF OKLAHOMA

Position Title:	Case Administrator/Electronic Court Recorder Operator (ECRO)
Type:	Full-time Permanent
Reference:	Vacancy 18-01
Location:	Oklahoma City
Opening Date:	April 17, 2018
Closing Date:	May 11, 2018
Starting Salary:	CL-24 ($36,645-$59,557) *Starting salary will be commensurate with qualifications and experience. This is a career ladder position with promotion potential to Grade CL-25 without further advertising.

POSITION OVERVIEW: This is an entry level public service position with the federal Bankruptcy Clerk's office in Oklahoma City. Case administrators are responsible for managing the progression of cases from opening to final disposition. Electronic Court Recorder Operators are responsible for the accurate and appropriate verbatim recording of court proceedings in the courtroom through the use of electronic sound recording equipment. Case Administrator duties include: docketing, noticing, maintaining official case records, monitoring the completion of required procedural steps, informing interested parties when orders are docketed, reviewing filed documents to determine accuracy and conformity, and taking appropriate action as needed. Also, provides answers to public inquiries regarding filing, court procedures and case status, and collects court fees. ECRO duties include: Recording verbatim court proceedings, ensuring in advance that all recording equipment is in working order and notifying IT staff if repair or maintenance is needed, setting up and arranging equipment in the courtroom, creating log notes of proceedings, providing log notes timely when a transcript request is received, keeping up with inventory of electronic recording equipment, submitting requests for needed supplies, and assisting the courtroom deputy as needed. Applicants must possess excellent computer and typing skills including being proficient in word processing, creating, scanning, and uploading PDF documents, and email. Incumbent will work with the public, judges, attorneys, and judicial staff on a regular basis and must be self-motivated with a professional and friendly attitude. The selected candidate must have the ability to prioritize tasks and work assignments, and must possess excellent communication skills, both oral and written, and excellent knowledge of grammar and spelling. Accuracy and attention to detail are essential skills for this position.

COURT PREFERRED QUALIFICATIONS: Familiarity with the purpose and format of legal documents. Knowledge of legal terminology. Customer service experience and/or customer service training is preferred. Legal experience is preferred. A bachelor's degree from an accredited college or university and experience in bankruptcy or a closely related field are preferred.

REQUIREMENTS: Ability to consistently demonstrate sound ethics and judgment. Skill utilizing multiple computer applications and the ability to organize and maintain files electronically. Ability to meet deadlines timely. The ability to perform a wide variety of tasks, on a number of different cases, simultaneously. Must be extremely detail-oriented and possess strong organizational, analytical, problem-solving, and customer service skills. Ability to make independent decisions to resolve problems, questions, and court-related issues based on knowledge and experience. Knowledge of Federal laws or regulations and/or Bankruptcy rules and procedures, preferred but not required.

MINIMUM QUALIFICATIONS: Applicants must be a U.S. citizen or eligible to work in the United States. Demonstrated experience in word processing, web-based environments, and data entry are required. Familiarity with electronic case filing, especially the CM/ECF (Case Management/ Electronic Case Filing) system, is desirable. Good judgment, the ability to apply concepts to determine what action needs to be taken, excellent oral and written communication skills, and good proofreading skills are essential. Candidates must be highly motivated, dependable, detail oriented, and able to manage multiple priorities and tasks in a fast paced environment.

The applicant must possess a high school diploma or equivalent. In addition, applicant must have a minimum of two years general experience plus two years specialized experience involving the use of automation skills, the use of specialized terminology and a demonstrated ability to apply a body of rules, regulations, directives or laws. Experience in a legal setting is highly desirable.

ADDITIONAL INFORMATION: Only qualified applicants will be considered for this position. This announcement may be closed at any time without notice. Applications should be submitted as soon as possible as interviews will begin immediately. New employees must pass a background investigation. All employees are subject to mandatory electronic direct deposit of salary payment. All court employees work "at will" and, therefore, the selected candidate may be removed from this position at any time if, after reasonable on the job training, the selected candidate fails to perform at a satisfactory level. Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available for review upon request. The Bankruptcy Court hiring procedures follow the guidelines set out in the EEO/EDR Plan, a copy of which is available for review upon request. Only the most qualified applicants will be interviewed and participation in the interview process is at the applicant's own expense.

The court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, any of which action may occur without any prior written notice. If another position in a similar classification becomes available within a reasonable time from this announcement, the court may elect to select a candidate from the applicants who responded to this announcement without reposting the position.

BENEFITS: Employees of the U.S. Bankruptcy Court are not classified under Civil Service, but are entitled to many of the same benefits as are other federal government employees including participation in the retirement system, health and life insurance programs, leave accrual, periodic grade and step increases, and paid holidays.

APPLICATION INSTRUCTIONS: To apply, please submit a resume and cover letter explaining why you are qualified for this position and a completed Application for Judicial Branch Federal Employee (AO-78) (www.okwb.uscourts.gov/job-openings) to:

Vacancy: 18-01
Grant Price, Court Clerk
U.S. Bankruptcy Court
215 Dean A. McGee, Room 147
Oklahoma City, OK 73102

Or by email to: Penny_wallis@okwb.uscourts.gov

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