

**UNITED STATES BANKRUPTCY COURT
Southern District of New York**

POSITION VACANCY ANNOUNCEMENT- May 16, 2007

POSITION TITLE: **Generalist Case Administrator - (2 Positions)**

LOCATION: 176 Church Street, Poughkeepsie , New York 12601

SALARY RANGE: (CL 23)-\$31,616 - \$51,422, (CL 24) \$35,028 - \$56,927, (CL25) \$38,676-\$62,893
with an annual salary potential of (CL 26) \$42,587 - \$69,270 (Depending on
Qualifications)

CLOSING DATE: Open Until filled

Duties and Responsibilities: The Clerk's Office of the United States Bankruptcy Court for the Southern District of New York is now accepting applications for the position of **Generalist Case Administrator**. As a member of a clerk's office team, the Generalist Case Administrator functions in a quality control capacity, manages a judge's caseload, and provides procedural assistance to the public . The position has overall responsibility within the court for maintaining the accuracy of document summaries in the Electronic Case Filing System (ECF). Performs data quality control in all assigned cases in the court's Electronic Filing System. Duties involve the review of docket entries and docket sheets for accuracy, completeness and errors. The incumbent is responsible for answering technical inquiries and providing instruction on the electronic filing of documents. The incumbent must demonstrate good customer service skills.

Minimum Qualifications: To be eligible for appointment at the entrance level, a candidate must possess a minimum of 1 years of progressively responsible clerical or administrative experience demonstrating:

The regular and recurring application of clerical procedures; The routine use of specialized terminology and the ability to apply a body of rules, regulations, directives or laws; and Expertise with current computer software and skill in its use to enhance the overall effectiveness and productivity. Such experience is most often encountered in law firms, offices of legal counsel, or municipal, state, and federal courts.

Completion of the requirements for a bachelor's degree from an accredited college or university may be substituted for 2 years of experience.

Candidates must also demonstrate:

Experience in dealing with routine and complex assignments and a demonstrated ability to think through, analyze, and interpret written communications, together with skill in prioritizing tasks and work assignments; An ability to apply a body of rules, regulations and policies; Superior oral and written communications skills; Strong inter-personal skills; and A professional demeanor and appearance appropriate for a law or professional office environment.

Please forward resume along with cover letter to:

Kathleen Farrell-Willoughby, Clerk of Court
United States Bankruptcy Court Southern District of New York
One Bowling Green
Dept. LGY
New York, NY 10004-1408

**Applicants must be a citizen of the United States
The United States Bankruptcy Court is an Equal Opportunity Employer**

UNITED STATES BANKRUPTCY COURT

POSITION DESCRIPTION

POSITION TITLE

Generalist Case Administrator

DEFINITION

This position is located in the operations section of the Clerk's Office. The incumbent is required to perform as a Case Manager and a Data Quality Specialist. The incumbent must possess thorough knowledge of the progression of bankruptcy cases and its related adversary proceedings from opening to final disposition. The incumbent monitors cases for input errors and takes necessary corrective actions. The incumbent acts as a liaison between chambers, members of the bar, and the public regarding the status of cases. The incumbent must possess knowledge of specialized terminology and demonstrate an ability to apply a body of rules, regulations, directives or laws. The incumbent must prioritize work and possess basic computer knowledge.

OCCUPATIONAL INFORMATION

The Generalist Case Administrator performs duties and responsibilities such as:

The incumbent will be responsible for maintaining the accuracy of document summaries in the Electronic Case Filing System (ECF). Performs data quality control in all assigned cases in the court's Electronic Filing System. Duties involve the review of docket entries and docket sheets for accuracy, completeness and errors. The incumbent is responsible for answering technical inquiries and providing instruction on the electronic filing of documents. The incumbent must demonstrate good customer service skills.

Identifies emergency motions and documents that require special handling and expedite processing with minimum delay. Informs parties when a judgement or appealable order is on the docket and monitors the status of appeals in the United States District Court and Court of Appeals.

Reviews pending deadline reports for issuance of discharges, dismissals, and closing orders. Performs research to expedite closing of cases for failure by debtors to pay filing fees in accordance with court installment orders, or failure by debtors to appear at section 341(a) meeting of creditors. Notifies Chambers of cases that lack activity or prosecution.

Issues correspondence to Trustee and members of the bar requesting documents to close pending cases.

Creates template orders and other forms for use by system users and panel of Trustees as part of the standard documents used to facilitate the filing process.

The incumbent must have good communication skills, and knowledge of various software including WordPerfect, Microsoft Word, Adobe Acrobat, Netscape Navigator, Lotus CC: Mail, Excel, and Power Point.

Acts as Data Quality Analyst including the modification of ECF docket entries. Advise attorneys on how to correctly amend electronically filed documents. Responsible for entering data in statistical information screens used to generate financial reports.

Acts as a financial assistant by preparing accounts of daily intake funds submitted to the court.

Review notices from the court's outside noticing agency to insure correctness and completeness for financial and other purposes.

Performs other duties, as assigned.