

UNITED STATES BANKRUPTCY COURT
Southern District of New York

VACANCY ANNOUNCEMENT- October 12, 2016

POSITION TITLE: Generalist Case Administrator/Manager
LOCATION: 355 Main St, Poughkeepsie, New York 12601
SALARY RANGE: (CL23)-\$36,177 - \$58,813, (CL24) \$40,077 - \$65,116, (CL25) \$44,257 - \$71,932
with an annual salary potential of (CL 26) \$48,742 - \$79,207 (Depending on
Qualifications)
CLOSING DATE: November 4, 2016 or 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 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). Incumbent also performs data quality control in all assigned cases in the court's ECF system. Duties involve the review of docket entries and docket sheets for accuracy, completeness and errors. The incumbent is responsible for answering technical inquires 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 year 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 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 email resume along with cover letter addressed to Vito Genna, Clerk of Court to:

humanresources@nysb.uscourts.gov

The United States Bankruptcy Court is an Equal Opportunity Employer