

**UNITED STATES BANKRUPTCY COURT**  
Western District of Kentucky  
Announcement Number 17-06



**POSITION:** Case Manager/ECRO

**LOCATION:** Louisville, Kentucky

**STARTING SALARY:** CL 25 \$39-796 - \$64,718

**CLOSING DATE:** September 13, 2017 by 5:00 p.m. (Eastern Time)  
No late applications accepted

**POSITION OVERVIEW:**

This position is located in the Clerk's Office of the U.S. Bankruptcy Court in Louisville, KY. The position manages the progression of bankruptcy cases and from case opening to final disposition. The Case Manager/ECRO (Electronic Court Recording Operator) also performs specialized courtroom functions such as electronic court recording, and attending and logging court proceedings. The incumbent works with team members, judges and chambers' staff, attorneys and the public.

**REPRESENTATIVE DUTIES:**

- Docket, notice, and maintain official case records. Make summary entries of documents. Perform quality control on attorney-docketed entries. Accept, review, and process documents. Prepare and docket deficiency notices. Review filed documents to determine conformity and take appropriate action and follow up with rules, practices, and filing requirements.
- Scan, create PDF files, enter data, and upload documents into the CM/ECF system, including pleadings, petitions, motions, complaints, minutes, orders, and proceedings as necessary to maintain the accuracy and completeness of the electronic case file. Act as liaison between the clerk's office, the bar, the public and the judge to ensure that cases proceed smoothly and efficiently.
- Provide information and electronic case filing (ECF) instruction to external customers. Respond to inquiries regarding court procedures and case status. Conduct case research as required.
- Operate electronic sound recording equipment to record court proceedings. Manage and organize exhibits used in court proceedings, including setting up and troubleshooting courtroom technology equipment and software. Attend court sessions and conferences and assist with the orderly flow of proceedings.
- Take notes of proceedings, rulings, notices, and prepare minute entries electronically. Process requests for transcripts and audio recordings.
- Provide training or assistance to other employees performing ECRO duties.
- Provide backup coverage for team members and other departments. Perform other duties as assigned.

**QUALIFICATIONS:**

Candidates must have a high school diploma or equivalent and a minimum of three years progressively responsible administrative, technical or professional experience. A Bachelor's degree from an accredited college or university is preferred. Experience in a bankruptcy or legal field and familiarity with CM/ECF is also preferred.

The successful candidate should demonstrate:

- Excellent organizational skills, attention to detail and experience handling multiple tasks and projects;
- Excellent verbal and written communication skills and the ability to work effectively with a variety of people, either in person or on the phone;
- Ability to maintain professional demeanor, exercise mature judgment and be a dependable and flexible team participant;
- Proficiency in using automated systems; and
- Ability to work with strict deadlines in a fast-paced environment.

#### **BENEFITS:**

Judiciary employees are automatically enrolled in the Federal Employees Retirement System, earn annual and sick leave, and have ten paid holidays per year. Other optional benefits include enrollment in the Thrift Savings Plan with employer match and health, dental, vision, life and long-term care insurance plans. Credit is given for prior federal government service. Additional information on the U.S. Courts, the Judicial Code of Conduct, and federal benefits can be found at [www.uscourts.gov](http://www.uscourts.gov).

#### **INFORMATION FOR APPLICANTS:**

Applicant must be a U.S. Citizen or eligible to work in the United States. This position is regular and full-time. Judiciary employees are not subject to the employment regulations of competitive service and are considered “at will” employees. Salary will be based on experience and qualifications. Electronic Funds Transfer (EFT) for payroll deposit is required. As a condition of employment, an FBI background investigation is required.

We will not pay relocation or interview travel expenses. Due to an anticipated high volume of applicants, only candidates selected for interview will be notified.

#### **HOW TO APPLY:**

To apply, qualified applicants should submit 1) a cover letter summarizing related skills and interest for the position, 2) a resume and 3) an AO78, Application for Federal Judicial Employment (available on our website), via email to:

[HR@kywb.uscourts.gov](mailto:HR@kywb.uscourts.gov)

Emailed documents MUST be in PDF format for acceptance. Incomplete submissions will not be considered.

For additional information on the United States Bankruptcy Court and to obtain the AO78 Application, visit our web site at [www.kywb.uscourts.gov](http://www.kywb.uscourts.gov).

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER