



## United States Bankruptcy Court District of Minnesota

Vacancy Announcement #2017-04

Position: Case Administrator - Full Time (More than one position may be filled)

Salary: CL 24, Step 1 - 25 (\$38,425 - \$48,056) Based on qualifications  
Step 26 - 61 (\$48,457 - \$62,503) through salary progression or salary matching  
CL 25, Step 1 - 25 (\$42,445 - \$53,078) Based on qualifications  
Step 26 - 61 (\$53,521 - \$69,026) through salary progression or salary matching

Location: St. Paul, Minnesota

Closing date: **December 29, 2017** or until filled.

Join the U.S. Bankruptcy Court's team of professionals, focused on providing exceptional service to the Court, the public and members of the legal community. This position is perfect for a professional, self-motivated individual seeking a public service career with challenging and rewarding work, training opportunities and the potential for advancement in a multitask, fast-paced environment.

### **Position Overview:**

The Office of the Clerk seeks an individual with excellent analytical and automation skills to serve as CM/ECF Case Administrator. The incumbent receives and processes petitions and pleadings related to bankruptcy cases and proceedings and maintains the official electronic court docket from case opening to final disposition. The incumbent will also serve as back-up electronic court reporter operator.

### **Representative Duties:**

Case administrators manage the progress of bankruptcy cases and related adversary proceedings by maintaining the court's official records in an automated system, monitoring completion of all required procedural steps, and performing necessary noticing, administrative and clerical tasks. Duties include: conducting quality control assessments of documents filed through the court's Electronic Case Filing System; opening cases, collecting fees, reviewing daily filing reports to verify receipt of electronic fee payments, making summary entries on the docket; ensuring timely progression of cases by establishing and monitoring deadlines and examining documents to determine appropriate follow-up; interacting with trustees and attorneys; processing claims; processing case conversions; preparing cases for closing; assisting customers of the clerk's office by providing case status information and making court records available for inspection. Communicates with the court, the public and the bar in person, telephonically, and in writing regarding case related matters. Provides instructions on proper filing procedures and non-legal information.

As back-up electronic court reporter operator, the incumbent will prepare the courtroom for

hearings, document attorney and party appearances, record all hearings and trials, monitoring the quality of the recording for clarity, prepare the audio file for a transcriber if a transcript is ordered, handle any exhibits submitted and otherwise assist the judge, attorneys and parties in the courtroom, as needed.

**Minimum Qualifications:**

To qualify for this position an applicant must have, at a minimum, an associate degree or the equivalent. For placement at the CL 24, step 1, two years of general experience and one year specialized experience are required. For placement at the CL 25, step 1, one year specialized experience equivalent to work at the CL 24 level is required. Salary is commensurate with experience and education of the applicant and is limited to the maximum allowable.

**General Experience:**

Progressively responsible clerical, office, or other work which indicates the possession of or ability to acquire the particular knowledge and skills needed to perform the duties of the position.

**Specialized Experience:**

Progressively responsible clerical or administrative experience requiring the regular use of technology for word processing, data entry or report generation, a command of specialized terminology, and a demonstrated ability to understand and apply a body of rules, regulations or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

**Preferred Skills:**

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 and detail oriented. Court experience a plus.

**Additional Requirements:**

Applicants must be citizens of the United States or be authorized to work in the United States. See citizenship requirements:  
<http://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>

This position is subject to an FBI fingerprint check.

The United States Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

Incumbents are hired subject to a probationary period of no less than six months. All court employees are "at will" employees, and therefore, may be removed from their positions at any time.

### **Federal Employee Benefits:**

- Paid vacation and paid sick leave
- Optional participation in choice of health plans, dental and vision insurance programs, group life insurance program, long term care insurance, and optional participation in a pre-tax flexible spending account plan for commuter reimbursement, and dependent care and medical expenses not covered by health insurance
- Participation in the Federal Employee Retirement System (FERS)
- Optional participation in the Thrift Savings Plan with matching contributions (similar to 401K)
- Public transit subsidy as the budget permits
- 10 paid holidays per year
- Options for telework and/or compressed scheduling

This position is subject to mandatory EFT (Electronic Funds Transfer) participation for payment of net pay.

### **Application Procedure:**

Qualified applicants should email a cover letter and resume **in a single document** to: [mnb\\_applications@mnb.uscourts.gov](mailto:mnb_applications@mnb.uscourts.gov). Please refer to **ANNOUNCEMENT #2017-04** in the email transmittal.

Applications are held in strict confidence and will be accepted through December 29, 2017 or until the position is filled.

Only the most qualified applicants will be contacted for personal interviews. **No telephone calls please.**

Applicants to be interviewed will be asked to provide a completed Application for Judicial Branch Federal Employment (Form AO 78) and a list of references.

Interviews will be held in the St. Paul office. Applicants selected for interview must travel at their own expense. The U.S. Bankruptcy Court is not authorized to reimburse candidates for interview or relocation expenses.

The court provides reasonable accommodations to applicants with disabilities.

The U.S. Bankruptcy Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, to fill the position sooner than the closing date indicates, or to fill more than one position, without any prior written or other notice. Applications will be held for up to six (6) months and may be considered for any additional openings.

Please visit the employment (<http://www.mnb.uscourts.gov/employment>) section of our website for other requirements and benefits information.

**THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER.**