

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF CALIFORNIA**

Job Title:	Case Administrator	CL-24
Occupational Group:	Operational Court Support	

Job Summary

Case Administrator perform various functions and are responsible for maintaining and processing case information and managing the progression of bankruptcy and appeal case proceedings from opening to final disposition, in accordance with established internal controls, procedures, and rules. Case Administrators must demonstrate the ability to efficiently and timely perform all case management duties. They perform docketing, noticing, managing the progression of cases, maintaining official case records, monitoring the completion of required procedural steps, reviewing filed documents to determine conformity and taking appropriate action, ensuring that all orders and automated entries are appropriately and accurately docketed, making summary entries on the docket of all documents and proceedings, generating and monitoring reports, transmitting records and timely closing cases in accordance with established procedure.

Case Administrator is on a case administration team, located in the clerk's office.

Representative Duties

- Make summary entries on all documents and proceedings. Receive and docket terminating documents. Perform quality control of e-filed and conventionally filed documents and runs daily reports, monitors deadlines and takes appropriate action to ensure accuracy and adherence to rules, practices and filing requirements. Docket conventionally filed documents. Accept, review and process documents to determine conformity and take appropriate action and follow-up. Prepare deficiency worksheet/notice. Prepare correspondence regarding file inquires, docket sheets, and other file request information. Audit cases for closing.
- Work with chambers and supervisors when requesting suspense or "court generated" orders. Docket and quality control conventionally entered orders and e-orders to ensure compliance with court directives and established performance standards. Take follow-up action, when necessary.
- Update creditor and claims database. Note objections, orders, assignments, or withdrawals on claims register. Quality assure and maintain claims register.
- Transmit records to appropriate court. Quality assure and transmit notices to the Bankruptcy Notice Center (BNC). Ensure proper event codes are used and entered accurately.
- Ensure data quality of newly opened cases. Review incoming court documents for conformity with federal and local rules. Check for prior or prohibited filing. Take follow-up action, if necessary.
- Provide back up coverage for team members and other departments, as required. Stay current with team communications.
- Operate a variety of copying and records equipment. Answer and route incoming calls. Provide basic information to public, bar, and the court.
- Update creditor and claims database. Note objections, orders, assignments, or withdrawals on claims register. Transmit records to appropriate court. Transmit notices to the Bankruptcy Notice Center (BNC). Ensure event codes are entered accurately

Factor 1 – Required Competencies (Knowledge, Skills, and Abilities)**Court Operations**

- Knowledge of the local court rules, practices, procedures, and forms. Ability to learn the purpose and format of legal documents. Knowledge of how to process, issue, and certify documents. Ability to learn procedures for public access to court files. Ability to learn mailing options and requirements. Knowledge of legal terminology. Ability to learn the basic documents (i.e. pleadings, correspondence, transcripts, etc.). Ability to learn making docket entries. Ability to learn how to check for prohibited filings and unpaid fees on prior filings. Skill in mathematical calculations and data entry. The ability to learn where and how to look for resources.

Judgment and Ethics

- Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction

- Ability to communicate effectively (orally and in writing) to individuals and groups to provide information and advise filers of errors. Ability to communicate with parties and answer procedural questions without providing legal advice.

Information Technology and Automation

- Skill in typing and use of word processing equipment. Knowledge of requisite court computer programs. Ability to use office equipment. Skill in using a cash register. Skill in using automated systems and equipment to manage case, and review dockets and documents.

Factor 2 – Primary Job Focus and Scope

The primary focus of the job is to process information and documents, case files and other related documents. Case administrators I ensure that court procedures and rules are followed in a timely and accurate manner. In addition, case administrators at this level provide answers to customer inquiries regarding court procedure and case status. This position keeps the cases free from error and consistent with the rules governing the records. Accurate records are crucial to the integrity of the court and a basic function that is expected from the court. This position is also the “face” of the Court to much of the public and therefore can influence the public image of the local institution. Errors in this position can have the effect of inconsistent enforcement of the rules governing the record, or worse, inaccurate records which has consequences on the reputation and integrity of the court. If errors result in lost records due to incorrect closure or other error, it could have grave consequences

Factor 3 – Complexity and Decision Making

Case administrators at this level maintain filing systems, initiate cases, and retrieve and review incoming court documents. Work processes are well defined but take some time to learn. The most complex aspects of the job at this level involve tasks related to the comparison or compilation of data or being able to avoid errors while handling large numbers of items during customer service distractions and interruptions. Decisions are based on well-defined standard procedures and work policies and are related primarily to whether material being considered meets the standards of acceptance for filing. Employees also distribute documents, notify individuals, answer questions, and use discretion with regard to what information is shared with whom.

Factor 4A – Interactions with Judiciary Contacts

The primary judiciary contacts are chambers staff, operations staff, and staff of other courts for the purpose of exchanging information, providing information, advising on proper procedures, and updating the status of cases.

Factor 4B – Interactions with External Contacts

The primary external contacts are the public, parties, attorneys, and other government agencies for the purpose of exchanging information, providing information, advising on proper procedures, and updating the status of cases.

Factor 5 – Work Environment and Physical Demands

Work is performed in an office setting. Some lifting may be required.