



# Case Administrator

## U.S. BANKRUPTCY COURT SOUTHERN DISTRICT OF CALIFORNIA

Salary: CL-24 \$46,875 - \$76,182 (depending on qualifications).

Promotional potential to the CL-25, without further competition.

The position will be open until filled: Preference given to those who apply by Friday, February 10, 2023.

The United States Bankruptcy Court in San Diego is seeking highly qualified candidates for a full-time position of Case Administrator. This entry level position is responsible for maintaining and processing case information and managing the progression of bankruptcy case proceedings from opening to final disposition, in accordance with established internal controls, procedures, and rules. Case Administrators perform customer service, cashier duties, process mail, answer, and route incoming phone calls. Candidates should have excellent customer service skills, empathy, adaptability, and show patience. The ideal candidates should communicate effectively orally and in writing, be comfortable utilizing computers, be able to follow prioritized tasks and work assignments, and have strong interpersonal skills as well as a professional demeanor and appearance appropriate for a professional office environment.

### **Representative Duties**

Case Administrators:

- Docket, notice, manage the progression of cases, maintain official case records, monitor the completion of required procedural steps, review filed documents to determine conformity with federal and local rules;
- Ensure that all orders and automated entries are appropriately and accurately docketed, generate and monitor reports, transmit records and close cases in accordance with established procedures;
- Provide quality customer service by answering and routing incoming calls and furnishing basic information to the public, bar, and the court, without giving legal advice;
- Open bankruptcy cases in Case Management/Electronic Case File (CM/ECF) system, collect fees, and check electronic data for quality assurance;
- Process and sort incoming and outgoing mail in accordance with established procedures and internal control requirements;
- Receive cash payment or process credit card payments, issue receipts, secure funds in cash register drawer, and balance the cash register drawer each day;
- Operate a variety of copying and records equipment, assist the public in use of computerized databases and maintain closed case archive information; and
- Candidate must possess exceptional communication skills since frequent contact is with a wide variety of individuals within and outside the Judiciary.

### **Minimum Qualifications**

To qualify for the position of Case Administrator, an applicant must have:

- A high school diploma or equivalent;
- Two years general work experience, which include a significant amount of customer/public interaction; and
- One-year full-time experience in an office or administrative environment requiring the regular application of clerical procedures and involving the routine use of specialized terminology and software for word processing/data entry. Such experience is commonly encountered in law firms, 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 Qualifications (not required)**

- Completion of a Bachelor's Degree
- Working knowledge of Microsoft Office products

### **Employee Benefits**

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are covered by the Court Personnel System (CPS). Court employees are considered at-will and are not covered by federal civil service classifications or regulations. Court employees are, however, entitled to the same benefits as other federal employees. These benefits include:

- 13 days paid vacation for the first 3 years employment, 20 days after 3 years, 26 days after 15 years;
- 13 days paid sick leave per year;
- 12 paid holidays per year;
- Choice of medical, dental and vision coverage from a wide variety of plans;
- Federal Employees Life Insurance;
- Federal Employees Retirement System;
- Tax deferred retirement savings and investment plan under the Thrift Savings Plan;
- Flexible Spending Program; and
- Commuter Benefit Program (dependent on fiscal year funding);

Please visit <http://www.uscourts.gov/careers/benefits> for additional information on benefits.

### **Information for Applicants**

The selected candidate(s) will be:

- Subject to a background check as a condition of employment;
- Applicants must be U.S. citizens or eligible to work in the United States; and
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

### **How to Apply**

Submit your cover letter and resume through the court's website at:

<https://racer.casb.uscourts.gov/HR/caseadmin.aspx>

Please include in your cover letter why you would like to work at our court.

Preference given to those who apply by **FRIDAY, February 10, 2023.**

The Bankruptcy Court reserves the right to amend the conditions of this job vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.

**The United States Bankruptcy Court for the Southern District of California is an equal opportunity employer.**