



United States Bankruptcy Court District of Minnesota

Vacancy Announcement #2024-04

Position: Case Administrator - Full Time

Salary: CL 25: Step 1 - 25 (\$52,208 - \$65,269) Based on qualifications.
CL 25: Step 26 - 61 (\$65,813 - \$84,860) through salary progression or salary matching.

Location: Minneapolis, Minnesota

Telework: May be eligible to telework up to three days per week, based on the court's telework policy and the needs of the office.

Closing date: Open until filled; preference will be given to applications received on or before Friday, May 24, 2024. First round interviews will be scheduled in early to mid-June. Second interviews will be scheduled the week of June 24, 2024. The anticipated start date for the position(s) is on or about Monday, July 15, 2024.

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.

The U.S. Bankruptcy Court may fill more than one vacancy with this announcement.

Position Overview:

The Office of the Clerk seeks individuals with excellent analytical and automation skills to serve as case administrator. The case administrator manages the progression of bankruptcy proceedings from opening to final disposition. The incumbent is fully proficient in administration and maintenance of the official case records. The incumbent performs docketing, monitors the completion of the required procedural steps, and performs the necessary noticing and administrative and clerical tasks. Duties may also include scheduling hearings, attending, logging, and recording court proceedings, and processing orders in accordance with approved local court procedures and rules. The case administrator staffs the clerk's office intake desks and telephone helplines, performs necessary financial roles to collect filing fees, and provides support for courtroom recording functions.

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, verifying 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 by providing case status information and records access. 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.

To support courtroom recording functions, the incumbent will prepare the courtroom for hearings, document attorney and party appearances, record all hearings and trials, monitor the quality of the recording for clarity, prepare the audio file for a transcriber if a transcript is ordered, process exhibits, and assist the judge, attorneys, and parties in the courtroom, as needed.

Some travel between the Minneapolis and St. Paul courthouses is required. This position may also include occasional overnight travel within the District of Minnesota, to include courthouses in Duluth and Fergus Falls, for court related proceedings.

Minimum Qualifications:

To qualify for this position an applicant must have at a minimum, an associate degree, or the equivalent. Two years of general clerical experience and one-year specialized experience are required. Salary is commensurate with experience and education of the applicant and is limited to the maximum allowable. Candidates must be highly motivated, dependable, and detail oriented.

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 and Experience:

Completion of a four-year degree or a paralegal program. Demonstrated experience in word processing, web-based environments, and data entry. 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. Demonstrated ability to display initiative and interest in lifelong learning is also preferred. Court experience a plus.

Additional Requirements:

Applicants must be citizens of the United States or be authorized to work in the United States. Please note the citizenship requirements at:

<https://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
- 11 paid holidays per year
- Options for telework

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, resume, and copy of transcript (unofficial copy will be accepted) **in a single PDF document** to: mnb_applications@mnb.uscourts.gov. Please refer to **ANNOUNCEMENT #2024-04** in the email transmittal.

Applications are held in strict confidence and will remain under consideration until the position(s) are 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. References must include the applicant’s current or most recent supervisor. Candidates will not be asked about their criminal history before receiving a tentative offer of employment. **Candidates completing the AO-78 are not required to complete questions 18-20 regarding criminal history.** Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an

employment suitability determination. Providing false or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire.

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.