

UNITED STATES BANKRUPTCY COURT

DISTRICT OF ARIZONA

230 N. 1ST AVENUE, PHOENIX, AZ 85003



JOB TITLE: Case Administrator (CL-24)

Department:	Operations	Vacancy #:	26-03
Location:	Phoenix, AZ	Travel Required:	Occasional
Salary Range:	\$46,759 - \$58,455	Position Type:	Regular, Full-time
Date Posted:	April 13, 2026	Closing Date:	Open Until Filled

Based upon performance, accretion of duties, and budget, this position may have the opportunity to promote to the classification level of CL-25 with no further competition.

INTRODUCTION

The U.S. Bankruptcy Court for the District of Arizona is seeking a self-motivated team player to join our Operations Team in Phoenix, AZ! The ideal candidate will be detail-oriented, possess excellent interpersonal and communication skills, demonstrate strong desktop proficiency, and bring exceptional problem-solving abilities and a solid work ethic.

This position primarily supports court operations and provides assistance with courtroom services, as needed. Working as part of the Operations Team, the selected candidate will handle a wide range of court support responsibilities. Core duties include front counter customer service, docketing, case management of bankruptcy cases, preparing reports, and providing courtroom services, including but not limited to, electronic court recording and relief Courtroom Deputy coverage.

Candidates will find the U.S. Bankruptcy Court to be a fantastic opportunity to start or expand their career within the federal judiciary, offering a stable, positive, and professional work environment, a competitive salary range, and comprehensive federal benefits. This position may be eligible to participate in a flexible work schedule in accordance with local policy.

REPRESENTATIVE DUTIES

The representative duties are intended to provide general examples of major duties and responsibilities that are performed by this position and do not reflect all duties assigned.

- Manage bankruptcy cases in the court's Case Management/Electronic Case Filing (CM/ECF) system; docket filings, orders, and judgements
- Maintain official case records by reviewing data and making corrections to comply with national and local procedures, as needed

- Provide court services support, including operating recording equipment, setting hearings and notifying parties, administering oaths, preparing standard forms and orders for the judge's consideration, reviewing filing summaries to support chambers' workflow preferences, and ensuring required statistical data is accurately entered in CM/ECF
 - Maintain and process case information and manage the progression of cases to final disposition in accordance with approved internal controls, procedures, and rules
 - Review documentation to determine conformity with federal and local rules, ensure all orders and entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings
 - Provide front-desk support in the areas of customer service, procedural information, cashier duties, noticing, data quality control, and mail processing
 - Provide various tasks related to the maintenance of court records, such as scanning, filing, and data entry
 - Other duties, as assigned
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MINIMUM QUALIFICATIONS

- One (1) year of specialized experience.
 - *Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of legal terminology and automated software and equipment for word processing data entry, or report generation.*
 - *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 QUALIFICATIONS

- Bachelor's Degree from an accredited four-year college or university, or legal education and/or paralegal certification
 - Legal/paralegal experience, and experience with federal court electronic filing
 - Prior training or experience with electronic court recording, court calendars, dockets, and/or courtroom deputy duties
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CONDITIONS OF EMPLOYMENT

- **Security/Background Investigation:** The chosen applicant will be required to undergo a full local and Office of Personnel Management (OPM) background investigation, including fingerprinting, and every five (5) years thereafter. Successful candidates or provisionally hired pending the results of the background checks.
- **Citizenship:** The chosen applicant must be a citizen of the United States or a permanent resident working towards citizenship, legally eligible to work in the United States.
- **Code of Conduct:** All employees are required to adhere to the Code of Conduct for Judicial Employees.

- **At-Will Employment:** The U.S. Courts are considered an at-will employer and service appointments may be terminated at any time with or without cause.
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BENEFITS

- 11 Paid Holidays
 - 13 Days of Annual Leave (4.0 hours accrued every pay period, with increased accrual after three years of federal service)
 - 13 Days of Sick Leave (4.0 hours accrued every pay period)
 - A variety of employer-subsidized health, dental, vision, and life insurance plans
 - Required participation in the Federal Employees Retirement System (FERS) pension plan
 - Optional participation in the Thrift Savings Plan (Traditional and Roth) with employer matching
 - Flexible work schedules with the ability to participate in telework opportunities, depending on court/business needs
 - Participation in the Public Service Loan Forgiveness Program
 - Public transportation subsidies
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APPLICATION PROCESS

To apply for this position, qualified candidates must submit the following documents as **one pdf document** to azbrecruitment@azb.uscourts.gov:

1. An introductory cover letter with the following:
 - Vacancy announcement number 26-03
 - Why you are interested in this position and what makes you best suited for this position
 - Highlighted qualities and/or strengths that you will bring to the position
 - Description of your core values
 2. A current, detailed resume that includes information about training or certifications you possess
 3. Form AO-78, Application for Judicial Branch Employment
 - Download this document at <https://www.azb.uscourts.gov/employment>
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The U.S. Bankruptcy Court | District of Arizona is an Equal Opportunity Employer. We value diversity and are committed to equity and inclusion in our workplace. The Court encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

Due to the volume of applications received, only applicants who are tested and/or interviewed will receive a written response regarding their application status.