

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA
OFFICE OF THE CLERK
www.vaeb.uscourts.gov



POSITION ANNOUNCEMENT

CASE ADMINISTRATOR II

ANNOUNCEMENT NUMBER: 25-003

LOCATION: Norfolk/Newport News, Virginia

OPENING DATE: April 25, 2025

SALARY RANGE: \$49,617 - \$80,624 (CL 25)
(Career Progression to CL 26 - \$54,640 -
\$88,783) (salary commensurate with
qualifications, experience, and education)

APPOINTMENT: Permanent, Full-time

AREA OF CONSIDERATION: Open to all
qualified applicants

CLOSING DATE: The position is open until
filled. First preference will be given to
applicants whose applications are received
by 4:00 p.m. Eastern Time on May 13, 2025.

Position Overview:

The Clerk's Office of the United States Bankruptcy Court for the Eastern District of Virginia, Norfolk/Newport News Division, is accepting applications for a full-time, permanent Case Administrator position.

The Case Administrator is a fully proficient member of a team that manages the progression of bankruptcy cases and related adversary proceeding cases from intake/case opening to final disposition by maintaining the official case records, monitoring the completion of the required procedural steps, and performing the necessary noticing, administrative and clerical tasks. As a member of a self-directed work team, the incumbent is responsible not only for the management of a range of cases, but also the work product and professional performance of the team. Telework up to five (5) days per biweekly pay period is available once satisfactory service in an orientation status has concluded, unless authorized otherwise, and subject to the Court's operational needs. Flex and/or compressed work schedules are also available. A position description, which provides additional information, is available upon request.

Representative Duties:

- Monitors the progress of bankruptcy cases and related adversary proceeding cases from opening to closing to ensure their orderly and efficient movement through the court.
- Simultaneously manages many cases by monitoring for conformity with appropriate rules, practices and/or court requirements.
- Reviews/identifies/researches/ensures the accuracy, timeliness, and quality of data entered into the Case Management/Electronic Case Files (CM/ECF) database and prepares/analyzes/ensures the accuracy of various case management reports.
- Interprets a variety of documents and makes timely and accurate entries on the docket.
- Assists customers with electronic case filing inquiries.
- Tests new procedures and processes to provide necessary feedback.
- Audits cases for closing and checks the docket to ensure all necessary documents are entered and deadlines are met.
- Prepares and maintains claims register.
- Prepares notification of deficiencies regarding documents.
- Processes orders in a timely manner.
- Addresses inquiries regarding case information.
- Generates notices related to bankruptcy case events.
- Manages and maintains bankruptcy case records.
- Acts as receptionist.
- Files documents and collects appropriate fees and furnishes information to the general public, members of the bar, and other parties involved in bankruptcy cases over the telephone, in writing and, in a back-up role, when needed, at the front counter.

Preferred Skills:

- Candidates must be computer literate.
- Skill in use of the Internet is required for review of documents submitted electronically through the Electronic Case Files (ECF) method.
- Skill in Microsoft Outlook, or other comparable email system, and Microsoft Word.
- Legal-related experience also is preferred.

Qualification Requirements:

To qualify for the above position, a person must be a high school graduate and must have the following experience:

General Experience:

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

Specialized Experience:

At least one year of specialized experience. 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 specialized 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.

Educational Substitutions:

Education above the high school level in accredited institutions may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

Education may not be substituted for specialized experience because the operational court support positions require hands-on experience to be credited as specialized experience.

Benefits:

Judicial Branch employees are "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits (<https://www.uscourts.gov/careers/benefits>) similar to those of other federal government employees including: paid annual and sick leave, eleven paid holidays per year, health and life insurance, a flexible benefits program, participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching) as well as participation in the Federal Employees Retirement System, flexible work schedule, and a professional environment. Salary will be based on experience and qualifications. Electronic Funds Transfer (EFT) for payroll deposit is required.

Conditions of Employment:

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. The applicant considered for appointment will be subject to a background check.

How to Apply:

All interested persons must submit:

- Cover Letter
- Resume
- Salary History
- Contact information for at least two professional references knowledgeable of employment history, character and integrity.
- Completed and signed Form AO 78, Application for Federal Judicial Branch Employment, available at <https://www.uscourts.gov/forms/human-resources-forms>

Please submit all documents as a single combined PDF document via email to case-administrator-nor@vaeb.uscourts.gov by 4:00 p.m., Eastern Time, on May 13, 2025. Incomplete application materials will not be considered.

Only the most qualified candidates will be invited for a personal interview. Only applicants who are selected for interviews will be contacted by the Court.

The court provides reasonable accommodations to applicants with disabilities. All employees are required to adhere to the "Code of Conduct for Judicial Employees," which is available for review upon request. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time, any of which actions may occur without any prior written or other notice.

The United States Bankruptcy Court is an Equal Opportunity Employer.