



## UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF OHIO

### Vacancy Announcement Announcement Number: 2026-01

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|------------------------|--|
| <b>Position Title:</b> | Case Administrator I   |
| <b>Position Type:</b>  | Full-time, Permanent   |
| <b>Location:</b>       | Columbus, Ohio   |
| <b>Telework:</b>       | May be eligible for limited telework based on the Court's telework policy and the needs of the position.   |
| <b>Salary:</b>         | CL 24 \$46,644 – \$75,814 (Based on experience and qualifications) Promotion potential to CL 25 without further advertisement or competition (when determined qualified and depending upon budget) |
| <b>Open Date:</b>      | January 22, 2026   |
| <b>Close Date:</b>     | Open until filled (preference given to applications received by February 5, 2026)  |

#### POSITION OVERVIEW

The United States Bankruptcy Court for the Southern District of Ohio is accepting applications for the position of Case Administrator I, located in Columbus, Ohio. This position reports to the Office Supervisor.

The Case Administrator manages the progression of bankruptcy cases from 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 associated with case management. The incumbent receives and reviews incoming documents for conformity with federal and local rules and is proficient in all facets of customer service.

#### REPRESENTATIVE DUTIES

- Monitor the progress of bankruptcy cases from opening to closing to ensure their orderly and efficient movement through the Court.
- Perform quality control review of electronically and conventionally filed documents and run daily reports, monitor deadlines, and take appropriate action to ensure accuracy and adherence to rules, practices and filing requirements. Scan and docket conventionally filed documents.

- Prepare, analyze, and ensure the accuracy of various case management reports.
- Generate notices related to bankruptcy case events.
- Perform front counter duties on a rotational basis: Process filed documents, perform financial transactions, manage archiving/records matters, and collect appropriate fees.
- Provide appropriate case information to the public, members of the bar, and other parties involved in bankruptcy cases over the telephone, in writing, or at the front counter.
- Perform other duties as assigned.

## **MINIMUM QUALIFICATIONS**

To qualify for this position at the entrance level, a person must be a high school graduate or equivalent, with a minimum of two years of general experience and one year of specialized experience equivalent to work at CL-23.

General experience is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Specialized experience is defined as 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.

Education above the high school level 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 operational Court support positions require hands-on experience to be credited as specialized experience.

Additionally, this position requires:

- Ability to work during non-business hours as required to complete urgent projects or prevent disruption to Court proceedings or special events.
- Ability to move and lift weights that are commensurate with the weight of equipment associated with the job duties.
- The work in this position is primarily performed in an office setting and may be authorized for limited telework as per the Court's policy and based on the needs of the office.

## **EMPLOYEE BENEFITS**

- Paid vacation and sick leave.
  - Vacation time accrues at the rate of 13 days per year for the first 3 years, increasing to 20 days per year after 3 years, and 26 days after 15 years.
  - Sick time accrues at the rate of 13 days per year.

- Eleven (11) paid holidays per year.
- Retirement benefits under the Federal Employees Retirement System which allows employees to carry health insurance plans into retirement. Retirees remain eligible for Social Security. Creditable service with other federal agencies and/or the military can be used in the computation of employee benefits.
- Optional participation in the Federal Employee's Health Benefits Program.
- Optional participation in the Federal Employees Vision and Dental Insurance Program.
- Optional participation in the Federal Employee's Group Life Insurance Program.
- Optional participation in the pre-tax flexible spending accounts program including Health Care Reimbursement Account and Dependent Care Reimbursement Account.
- Optional participation in the Thrift Savings Plan (pre-tax and/or after-tax retirement savings plan), including matching dollar for dollar for the first 3% contributed and 50 cents on the dollar for the next 2% contributed.
- Employee Assistance Program (wellness program).
- Virtual Learning, including the Judicial Online University.
- Public Service Loan Forgiveness Program.

### **CONDITIONS OF EMPLOYMENT**

Applicant must be a U.S. citizen or eligible to work in the United States.

The selected candidate will be subject to a background check as a condition of employment. Employment will be considered provisional until the background check is completed.

Employees must adhere to the Code of Conduct for Judicial Employees.

This position is subject to mandatory EFT (Electronic Funds Transfer) participation for payment of net pay.

### **ADDITIONAL INFORMATION**

The Court is a part of the Judicial Branch of the United States Government.

Employees of the Court serve under "Excepted Appointment" and are considered "At-Will" employees.

Applicants to be interviewed may be asked to provide a list of references.

Applicants selected for interview must travel at their own expense.

Only those applicants selected for interviews will be contacted.

Only those applicants interviewed will be notified of the selection outcome.

The Court is not authorized to reimburse the successful candidate for relocation expenses.

The Court provides reasonable accommodations to applicants with disabilities.

The Court has the right to modify the conditions of this vacancy announcement, or withdraw this announcement, either of which may occur without prior written or other notice.

### **HOW TO APPLY**

Qualified applicants should upload their documents using our HR Employment Application System located at:

[HR Employment Application System](#)

Note: This system will not let you continue without uploading all documents.

Applicants must submit the following attachments in Adobe Acrobat (PDF) file format. Other formats will not be accepted by the system.

- Cover letter
- Resume that includes work history and education with dates in the following format: mm/dd/yyyy
- Form AO-78 *Please note: All applicable sections of the AO-78 must be completed in full, with dates in the following format: mm/dd/yyyy. Notations to the effect of “see resume” will be considered non-responsive. This form can be found on the [Court’s website](#) or within the Application System.*

Candidates are not required to complete questions 18-20 regarding criminal history on form AO-78. 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.

**Applications will be considered complete when the online application and all required attachments, in the appropriate format, are successfully uploaded. We will be unable to consider incomplete application packages further.**

**THE UNITED STATES BANKRUPTCY COURT IS  
AN EQUAL OPPORTUNITY EMPLOYER**