



# UNITED STATES BANKRUPTCY COURT DISTRICT OF NORTH DAKOTA

<b>POSITION TITLE</b>	<b>Case Administrator II</b>
<b>LOCATION:</b>	<b>Fargo, ND</b>
<b>TYPE OF APPOINTMENT:</b>	<b>Full-time</b>
<b>CLASSIFICATION LEVEL:</b>	<b>CL 25 (Approx. \$41,000.00-\$66,000.00)</b>
<b>JOB ANNOUNCEMENT:</b>	<b>19-01</b>
<b>CLOSING DATE:</b>	<b>May 24, 2019 or until filled</b>

## CAREER OPPORTUNITY

*The United States Bankruptcy Court is accepting applications for the position of Case Administrator*

**Pay set commensurate with experience and salary history. Non-competitive promotion potential to Case Administrator III - CL 26 (Approx. \$45,000-\$73,000).**

### POSITION OVERVIEW:

A Case Administrator performs intake and case administration duties. A Case Administrator manages the progression of bankruptcy cases and related adversary proceedings from case opening to final disposition by maintaining official case records, monitoring for completion of required procedural steps, and performing various functions in accordance with internal controls, procedures, and rules. A Case Administrator serves as a records and reproduction clerk, receives and reviews incoming court documents, is proficient in all facets of customer service, and performs other duties as assigned.

### REPRESENTATIVE DUTIES:

- Monitor the progress of bankruptcy cases and related adversary proceedings from opening to closing to ensure their orderly and efficient movement through the court.
- Perform front counter duties: Process filed documents, perform financial transactions, manage archiving/records matters, and collect appropriate fees.
- Monitor case records for conformity with appropriate rules, practices and/or court requirements.
- Review and ensure the accuracy, timeliness, and quality of data entered into the Case Management/Electronic Case Files (CM/ECF) database.
- Prepare, analyze and ensure the accuracy of various case management reports.
- Generate notices related to bankruptcy case events.
- Provide appropriate case information to the public, attorneys, and other parties involved in bankruptcy cases over the telephone, in writing, or at the front counter.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

Applicants must have a two-year college degree. A bachelor's degree from an accredited four-year college or university is preferred. Experience in a court or legal field may be substituted for the educational requirement. The applicant must have the ability to follow detailed instructions and must have skill and accuracy in data entry. The applicant must have the ability to effectively communicate with judges, attorneys, other court employees, and the public. Excellent oral and written communication skills are required. Proficiency in using word processing, email, and PDF processing applications is required. The ability to become proficient in using the CM/ECF electronic filing system is required.

**BENEFITS:**

Paid annual and sick leave; Retirement benefits under the Federal Employees Retirement System (FERS); Thrift Savings Plan (401K styled) with employer matching contributions; Health benefits under the Federal Employees Health Benefits Program (FEHB); Supplemental Dental and Vision Benefits under the Federal Employees Vision and Dental Plan (FEDVIP); Life Insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI); Long-term care insurance; Ten (10) paid holidays per year; and Flexible Benefits Program for medical/dependent care/commuter expenses.

**ADDITIONAL INFORMATION/CONDITIONS OF EMPLOYMENT:**

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

The successful candidate will be subject to a background and fingerprint check as a condition of employment.

The court requires employees to adhere to a Code of Conduct which is available upon request.

All employees of the court are "excepted service" appointments. Excepted service appointments are "at will" and serve at the pleasure of the court.

This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees.

The court has a right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice.

Some travel may be required.

**HOW TO APPLY:**

Qualified applicants should submit the following to [ginger\\_ellless@ndb.uscourts.gov](mailto:ginger_ellless@ndb.uscourts.gov). All documents should be in .pdf format.

- Cover letter
- Resume including three professional references (letters not required)
- Completed Application for Judiciary Employment form AO-78