

CAREER OPPORTUNITY

Case Administrator Pittsburgh, Pennsylvania CL 25, \$39,076 - \$63,514

Position: Case Administrator

Annual Salary: \$39,076 - \$63,514 (depending upon qualifications), CL 25

Position Location: Pittsburgh, PA

Application Deadline: Open until filled. Applications received by August 26, 2014 will be given priority.

Position Summary:

The United States Bankruptcy Court for the Western District of Pennsylvania (the "Court") is accepting applications for a full-time Case Administrator in our Pittsburgh office. Case Administrators perform various functions and are responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition, in accordance with approved internal controls, procedures, and rules.

Representative Duties:

Review filed documents to determine conformity with rules, procedures and other requirements; take appropriate action and follow up as necessary. Receive and docket documents and ensure CM/ECF event codes are entered accurately. Perform quality control on attorney-docketed entries. Accept, review and process docketed case documents. Prepare deficiency worksheet/notice/corrective entries. Prepare correspondence regarding file inquires, docket sheets, and other requested case information. Check for prior or prohibited filings. Inform customers of required fees. Create and process new case files. Open cases in case management system. Docket initial opening events. Process notices of appeals, and appeal-related documents. Maintain integrity of the filing system by monitoring proper access to records and maintaining timely and accurate filing of documents. Retrieve files and make copies of records for court personnel, attorneys, and others. Certify court documents and ensure data quality. Prepare, ship, and retrieve records from the appropriate Federal Records Center. Scan, copy, file, pick-up, and sort mail. Process mail. Maintain the mail meter and meter log. Receive and stamp incoming documents. Operate a variety of copying and records equipment. Answer and route incoming calls. Assist the public in use of computerized databases. Provide basic information to public, bar, and the court. Operate electronic court recording equipment during court proceedings. May organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation



U.S. Bankruptcy Court
Western District of
Pennsylvania

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An Equal Opportunity
Employer

Case Administrator, Pittsburgh, Pennsylvania

systems. Update creditor and claims database. Note assignments or withdrawals on claims register. Transmit records to appropriate court. Transmit notices to the Bankruptcy Noticing Center (BNC).

Minimum Qualifications:

To qualify, the individual must be a high school graduate or equivalent **AND** possess a minimum of one year of **specialized** experience (performance of duties similar to those listed above). Knowledge of local court rules, practices, procedures, processes, and forms are a plus. A college degree is a plus. The individual must be able to track case progression and make independent decisions based on applicable procedures, rules, and instructions. Skills in typing and using word processing programs and equipment are vital. (Testing will be part of the interviewing process.) The ability to work effectively as part of a team and to follow detailed instructions is necessary. The ability to communicate (orally and in writing) and interact effectively and appropriately is critical.

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

All appointments subject to FBI Fingerprint Background Check, with periodic reinvestigation, if applicable.

All appointments also subject to mandatory electronic funds transfer.

Benefits:

The selected applicant is eligible for a choice of health, dental and vision insurance coverage from a variety of plans. Participation in the Federal Health Insurance, Life Insurance, Flexible Spending, and Commuter Reimbursement Plans is optional. The selected applicant will accrue annual leave (vacation) and will be paid ten (10) holidays per year.

Miscellaneous:

Employees of the Court serve under "Excepted Appointment" and are considered "At-Will" employees. Appointment is provisional, and retention is contingent upon the successful completion of a background check.

How to Apply:

Qualified candidates must electronically submit a cover letter, a resume, and a *Federal Judicial Branch Application for Employment* (Form AO 78) for consideration. Open until filled. Applications received by 5 p.m. on August 26, 2014 will be given priority. Instructions and forms to apply electronically are available at: <http://www.pawb.uscourts.gov/career-opportunities>.

Please DO NOT CALL OR EMAIL the Court inquiring about the position. Due to the anticipated high volume of applications, the Court cannot respond to inquiries.