

# CAREER OPPORTUNITY

## Case Administrator Erie, Pennsylvania CL 24-25, \$35,470 - \$63,664



U.S. Bankruptcy Court  
Western District of  
Pennsylvania

[www.pawb.uscourts.gov](http://www.pawb.uscourts.gov)

U.S. Courthouse  
17 South Park Row  
Room B160  
Erie, PA 16501

An Equal Opportunity  
Employer

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**Position:** Case Administrator

**Annual Salary:** \$35,470 - \$63,664 (based upon qualifications), CL 24-25

**Position Location:** Erie, PA

**Application Deadline:** Open until filled

### 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 Erie 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, including but not limited to:

- Creates and processes new case files. Opens cases in case management system. Receives and docketed filings accurately.
- Accepts, reviews, and processes docketed case documents. Retrieves files and makes copies of records for court personnel, attorneys, and others. Certifies court documents and ensures data quality.
- Performs quality control on attorney-docketed entries and informs customers of required fees. Reviews case documents to determine conformity with rules, procedures, and other requirements; takes appropriate action and follows-up as necessary.
- Prepares correspondence regarding case inquires, docket sheets, and other requested case information. Processes notices of appeal, and appeal-related documents.
- Provides basic information to public, bar, and the court. Answers and routes incoming calls. Assists the public in the use of computerized case filing database.
- Operates electronic court recording equipment during Court proceedings.
- Operates a variety of office equipment relating to scanning, filing, copying, sorting, and shipping duties.
- Performs other duties as assigned.

## Case Administrator, Erie, Pennsylvania

### 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.

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**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.**

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### Benefits:

The selected applicant has the option to participate in a choice of health, dental and vision insurance coverage from a variety of plans, and life insurance along with flexible spending and parking reimbursement plans. 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 and probationary period along with performance reviews.

### 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. 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. Only qualified applicants will be considered for this position. Participation in the interview process will be at the applicant's own expense, and relocation expenses will not be provided. The Court reserves the right to modify the conditions of this job announcement, staff the position as applications are received, or to withdraw the announcement; any of which may occur without prior written or other notice.