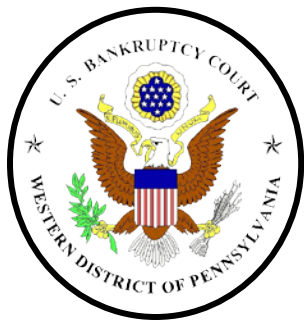


# CAREER OPPORTUNITY

## Case Administrator Erie, Pennsylvania CL 25, \$40,464 - \$65,799



U.S. Bankruptcy Court  
Western District of  
Pennsylvania

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

U.S. Steel Tower  
54th Floor  
600 Grant Street  
Pittsburgh, PA 15219

An Equal Opportunity  
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**Position:** Case Administrator

**Annual Salary:** \$40,464 - \$65,799 (based upon qualifications), CL 25

**Position Location:** Erie, PA

**Application Deadline:** October 26, 2018, 4 p.m.

**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:**

The incumbent monitors the progress of bankruptcy cases and related adversary proceedings from opening to closing to ensure their orderly and efficient movement through the court. The incumbent must simultaneously manage many cases by monitoring for conformity with appropriate rules, practices and/or court requirements. The incumbent will be required to operate electronic court recording equipment during court proceedings. 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. The incumbent must: interpret a variety of documents and make timely and accurate entries on the docket; assist customers with electronic case filing inquiries; test new procedures and processes to provide necessary feedback; audit cases for closing and check the docket to ensure all necessary documents are entered and deadlines are met; prepare notification of deficiencies regarding documents; process orders in a timely manner; address inquiries regarding case information; generate notices related to bankruptcy case events; and, manage and maintain bankruptcy case records. File documents and collect appropriate fees and furnish information to the general public, members of the bar, and other parties involved in bankruptcy cases over the telephone, in writing and at the front counter. Candidates must be computer literate. Skilled in the use of computer-based systems and programs is required for review of documents submitted electronically through the Electronic Case Files (ECF) system. Skilled in the use of the Microsoft Office Suite, including Word and Outlook, is preferred. Legal-

## Case Administrator, Erie, Pennsylvania

related experience also is preferred. Performs additional duties as assigned.

### 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.

### 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. More than one position may be filled through this posting.

### 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. Application deadline is 4 p.m. on Friday, October 26, 2018. 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. **The Court reserves the right to modify the conditions of this job announcement, to staff the position as applications are received, or to withdraw the announcement; any of which may occur without prior written or other notice.**

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

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

**All appointments are subject to mandatory electronic funds transfer.**

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