



CAREER OPPORTUNITY

Case Administrator Erie, Pennsylvania

U.S. Bankruptcy Court
for the
Western District of
Pennsylvania

17 South Park Row
Room B160
Erie, PA 16501

www.pawb.uscourts.gov

Position: Case Administrator

Anticipated Starting Annual Salary: CL 25, \$49,361 – \$61,672 (depending on qualifications)

Position Location: Erie, Pennsylvania

Application Deadline: Open until filled, more than one candidate may be hired.

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 proceeding cases 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 operates electronic court recording equipment during court proceedings. Reviews, identifies, researches, and ensures the accuracy, timeliness, and quality of data entered into the Case Management/Electronic Case Files (CM/ECF) database. Prepares, analyzes and 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; assists customers with electronic case filing inquiries; tests new procedures and processes to provide necessary feedback; audits cases for closing and checks the docket to ensure all necessary documents are entered and deadlines are met; prepares notification of deficiencies regarding documents; processes orders in a timely manner; addresses inquiries regarding case information; generates notices related to bankruptcy case events; and manages and maintains bankruptcy case records. The incumbent files documents and collects appropriate fees and furnishes 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. Effectively and efficiently uses computer-based systems and programs to review documents submitted electronically via CM/ECF. 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. Computer literacy is required, particularly in using computer-based systems and programs. Skills in typing and using word processing programs and equipment are vital. (Testing may be part of the interviewing process.) The ability to work effectively as part of a team and to follow detailed instructions is necessary.

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The ability to communicate (orally and in writing) and interact effectively and appropriately is critical. Skill in Microsoft Office Suite including Word and Outlook is preferred. Legal-related experience also is preferred.

Benefits:

Employees of the Court are entitled to the following benefits: optional participation in a variety of Federal health, dental, vision, and life insurance plans; optional participation in the flexible spending and parking reimbursement programs; annual leave (vacation) and sick leave accruals; eleven (11) paid holidays per year; mandatory participation in the Federal Employees Retirement Program and the Social Security Retirement Program, and optional participation in the Thrift Savings Plan.

Miscellaneous:

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

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.

This position will be open until filled. More than one Case Administrator may be hired.

The U.S. Bankruptcy Court is An Equal Opportunity Employer.

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. Instructions and forms to apply electronically are available at: <https://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.

Applicants are advised that the position is available subject to funding. 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.