



UNITED STATES BANKRUPTCY COURT NORTHERN DISTRICT OF MISSISSIPPI

Vacancy Announcement – Case Administrator

Announcement Number:	2021-06
Position Title	Case Administrator
Location:	Aberdeen, Mississippi
Opening Date:	November 12, 2021
Closing Date:	Applications must be received by 5:00 PM on November 30, 2021.
Starting Salary Range:	CL 24 (\$38,694 to \$62,904) - Based on qualifications and experience. This position has promotion potential to CL 25 and CL 26 without further competition.

The United States Bankruptcy Court for the Northern District of Mississippi is currently accepting applications for a Case Administrator. This is a full-time permanent position within the Clerk's Office.

Position Overview and Representative Duties:

The Case Administrator manages the progression of bankruptcy cases from opening to final disposition by maintaining the official case records, monitoring the completion of the required procedural steps, and performing the necessary noticing, administrative and clerical tasks associated with case management. The incumbent receives and reviews incoming court documents for conformity with federal and local rules; and performs customer service and cashier duties for the purpose of providing procedural information and collecting court fees.

The Case Administrator performs duties and responsibilities which include, but are not limited to, the following:

- Receives and reviews incoming documents, both electronic and in paper, to determine conformity with appropriate local and/or federal rules, practices and/or court requirements.
- Enters new cases in the court's Electronic Case Filing System (ECF).
- Reviews, identifies, researches, and ensures data quality of entries in the CM/ECF system pursuant to established guidelines.
- Interprets a variety of documents and makes timely and accurate entries on the docket. Ensures external docket entries are appropriately applied and linked.
- Provides frontline customer service. Answers and routes incoming calls. Assists the public in use of computerized databases. Provides basic information to public, bar, and the court.
- Prepares and maintains claims register.

- Audits cases for closing and checks the docket to ensure all necessary documents are entered and deadlines are met.
- Performs cashier duties. Informs customers of required fees. Receives payments and issues receipts. Secures funds in cash register. Reconciles receipts and posts to the appropriate fund/case account.
- Operates a variety of copying and records equipment.
- Performs additional duties as assigned.

Qualification Requirements:

To meet the minimum requirements, applicants must have a high school diploma or equivalent, two years of general experience, and one year of specialized experience. **General experience** is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position. **Specialized experience** is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws that involve the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

This position requires attention to details, analytical skills, an exceptional customer service attitude, integrity, dependability, and excellent communication skills along with a work history that demonstrates effective problem-solving skills.

Preferred Skills/Qualifications:

Knowledge regarding the progression of bankruptcy cases from opening to final disposition, previous work experience in a court or legal environment, and working knowledge of the CM/ECF system are preferred. Proficiency in Microsoft Word and Adobe (or comparable pdf software) are also preferred.

Benefits:

The Federal Judiciary offers a comprehensive benefits package (including paid vacation, sick leave, and holidays; participation in federal health benefits, life insurance, and retirement programs). For additional information regarding benefits, please visit the United States Courts website career page at www.uscourts.gov/careers.

Applicant Information:

Interviews will be held in Aberdeen, Mississippi and travel expenses cannot be reimbursed. Only the most qualified applicants will be considered for this position. As a condition of employment, background checks or investigations are mandatory for all new employees who are appointed to positions in the federal courts. An individual may be hired provisionally, pending successful completion of the necessary records checks. All court employees are “at will” employees, and therefore the appointee may be removed from this position at any time. Employees are required to adhere to the *Code of Conduct for Judicial Employees*, which is available for public review on the United States Courts website at www.uscourts.gov. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants must be U.S. Citizens or eligible to work in the United States. **As of September 27, 2021, all employees must provide proof of**

vaccination or be tested twice weekly for COVID-19. Proof of vaccination or twice weekly testing is a mandatory condition of continued employment. The successful candidate must submit to the court either proof of vaccination or proof of test results no later than three (3) business days prior to the start date.

Application Procedure:

Submit one PDF format document via email to MSNB_jobs@msnb.uscourts.gov that includes the following:

- A cover letter;
- A resume that details experience and qualifications;
- A completed AO 78, Federal Judicial Branch Application for Employment (available on the court's website at www.msnb.uscourts.gov); and
- Contact information for three professional references.

Only timely electronic application documents will be reviewed for consideration. Applicants who fail to submit all required documentation or who submit application materials through any other means other than as provided above will not be considered. Multiple positions may be filled from this announcement. The court reserves the right to modify the conditions of this job announcement, withdraw the announcement, or to fill the position sooner than the closing date indicates.

The United States Bankruptcy Court is an Equal Opportunity Employer