



## **UNITED STATES BANKRUPTCY COURT NORTHERN DISTRICT OF MISSISSIPPI**

### **Vacancy Announcement #2019-02**

**Position:** Case Administrator

**Salary:** CL 25 (\$40,464 - \$65,799) Based on qualifications and experience.  
Promotion potential to CL 26 without further competition.

**Location:** Aberdeen, Mississippi

**Opening Date:** March 12, 2019

**Closing Date:** Applications must be received by 5:00 pm (CST) on March 29, 2019.

**Starting Date:** April 15, 2019

#### **Position Overview:**

The United States Bankruptcy Court for the Northern District of Mississippi is accepting applications for the position of Case Administrator. 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 provides case related public assistance and ensures the efficient movement of cases through the legal process. The Case Administrator reports to the Operations Supervisor.

#### **Representative Duties and Responsibilities Include:**

- Monitors the progress of bankruptcy cases from opening to closing to ensure their orderly and efficient movement through the court.
- Simultaneously manages numerous cases by monitoring for conformity with appropriate rules, practices and/or court requirements.
- Reviews, identifies, researches, and ensures the accuracy, timeliness, and quality of data entered into the Case Management/Electronic Case Files (CM/ECF) database and prepares, analyzes, and ensures the accuracy of various case management reports.
- Interprets a variety of documents and makes timely and accurate entries on the docket. Ensures external docket entries are appropriately applied and linked.
- Assists customers with electronic case filing inquiries.

- Audits cases for closing and checks the docket to ensure all necessary documents are entered and deadlines are met.
- Prepares and maintains claims register.
- Prepares notification of deficiencies regarding documents and deadlines.
- Reviews and docket pending electronic court orders in a timely manner.
- Answers inquiries regarding case information.
- Makes summary docket entries for non-electronic court documents.
- Generates notices related to bankruptcy case events.
- Manages bankruptcy case records and collects appropriate fees.
- Furnishes information to the general public, members of the bar, and other parties involved in bankruptcy cases.
- Performs other duties as assigned.

### **Minimum Qualifications:**

To meet the minimum requirements, applicants must be a high school graduate or equivalent and have at least one year of progressively responsible and specialized clerical work experience at or equivalent to a CL 24. The work experience must have involved accurately applying rules, regulations or directives and the routine use of specialized terminology and office technology.

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, Lotus Notes (or comparable e-mail system) 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).

### **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 to applicants to review upon request. 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. The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date indicates.

**Application Procedure:**

Submit **one document in PDF format** via e-mail to [MSNB\\_Jobs@msnb.uscourts.gov](mailto: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 Job Openings Page of the court's website at [www.msnb.uscourts.gov](http://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.

*The United States Bankruptcy Court is an Equal Opportunity Employer*