

**UNITED STATES BANKRUPTCY COURT  
MIDDLE DISTRICT OF ALABAMA**

**Vacancy Announcement: 20-002**

**Position: Case Administrator**

**Location: Montgomery, Alabama**

**Position term: Full-time**

**Salary range: CL 24/25 (\$38,298 – \$68,808) based upon qualifications and experience**

**Opening date: August 12, 2020**

**Closing date: August 26, 2020 at 12:00 noon Central Daylight Time**

**DESCRIPTION OF DUTIES**

The United States Bankruptcy Court for the Middle District of Alabama is accepting applications for a full-time case administrator. Using the court's automated system, case administrators manage the progression of bankruptcy cases and adversary proceedings from opening to final disposition. The incumbent receives and reviews incoming documents for conformity with federal and local rules, collects appropriate filing fees, answers telephone inquiries, provides instructions on proper filing procedures and non-legal information, sends notice as required by federal and local rules, discharges and closes cases in accordance with established procedures, generates reports to monitor the progression of cases, and performs quality control on documents filed by external filers. The incumbent communicates regularly with court staff, attorneys, trustees, and other filers in person, by phone, and by email regarding case-related matters and receipts for and reviews documents received while working at the intake desk.

**QUALIFICATIONS**

**Required Qualifications**

Candidates must possess a high school diploma or equivalent. Additionally, the successful candidate must have two years of progressively responsible clerical or administrative experience, experience working in web-based environments, and data entry skills involving the use of automation and specialized terminology. The successful candidate must be able to demonstrate he or she can apply a body of rules, regulations, directives, or laws to a given scenario and must have good judgment with the ability to apply concepts to determine the appropriate action to be taken. He or she must have excellent computer skills with a demonstrated history of accuracy and quality assurance and must possess excellent proofreading skills and attention to detail. Additionally, he or she must possess exceptional verbal and written communication skills, must be dependable, and must demonstrate the ability to work independently.

Finally, the successful candidate must be self-motivated; possess excellent organizational, interpersonal, team building, and analytical skills; possess tact, good judgment, and initiative; and always portray a professional appearance and demeanor.

**Preferred Qualifications**

A degree from an accredited college or university is highly preferred; and familiarity with

electronic case filing, especially the case management/electronic case filing (CM/ECF) system, is desirable.

## **INFORMATION FOR APPLICANTS**

The United States Bankruptcy Court is part of the Judicial Branch of the United States government. Employees are not part of the Office of Personnel Management's civil service classifications or regulations and are classified as *at will* employees. This position is subject to mandatory electronic funds transfer participation for payment of net pay.

### **Benefits**

Information about federal judiciary employee benefits and compensation can be found on the United States Courts website career page: <http://www.uscourts.gov/Careers.aspx>. Creditable service time in other federal agencies or the military will be added to judiciary employment.

### **Application Procedures and Information**

Qualified applicants must submit in a single PDF the following documents in the order given:

1. a cover letter;
2. a resume containing three professional references with current contact information; and
3. a completed Form AO78, Application for Judicial Branch Federal Employment, which is available at <http://www.uscourts.gov/forms/AO78.pdf>.

Email packages to Ms. Henrietta Foster at [henrietta\\_foster@almb.uscourts.gov](mailto:henrietta_foster@almb.uscourts.gov).

### **Background Check**

As a condition of employment, the successful candidate will be subject to a background investigation which includes FBI fingerprints. Employee retention depends upon a favorable determination of suitability.

The United States Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants upon request. Only the most qualified applicants will be considered for interviews. Applicants selected for interviews may be required to provide copies of official transcripts.

This vacancy may be modified or withdrawn at any time without notice.

**THE UNITED STATES BANKRUPTCY COURT  
IS AN EQUAL OPPORTUNITY EMPLOYER**