



Career Opportunity

United States Bankruptcy Court

Eastern District of Michigan

Case Administrator

CL 25/GS/JS 9

2 Positions Available

DUTY STATION: Detroit, MI

Vacancy Announcement Date: July 14, 2026

Position Title: Case Administrator

Starting Salary Range: \$54,446 - \$88,534 (based upon qualifications and experience)

Classification Level: CL 25

Appointment Type: Full-time, Permanent

Closing Date: **OPEN UNTIL FILLED**

Overview:

The Case Administrator manages the progression of bankruptcy cases and related adversary proceedings from case opening through final disposition. This position requires the ability to analyze and evaluate incoming documents for compliance with filing requirements, exercise sound judgment when applying court policies, procedures, and the Bankruptcy Code, and identify and resolve procedural issues or route matters requiring judicial or supervisory review.

The incumbent effectively manages multiple priorities in a fast-paced environment by reviewing and processing court filings, receiving payments and filing fees, maintaining the official court record, monitoring deadlines and case activity, preparing notices, and completing the administrative and clerical functions necessary to ensure the timely progression of cases. Strong critical thinking, attention to detail, and organizational skills are essential to accurately process a high volume of work while adapting to changing priorities and meeting established deadlines.

The Case Administrator provides professional and responsive public service by assisting attorneys, trustees, debtors, creditors, and the general public with case-related inquiries, explaining court procedures, and ensuring the accurate and efficient movement of cases through the bankruptcy process. The incumbent reports to the Operations Supervisor.

Duties and Responsibilities:

- Review case management reports and exercise sound judgment to identify and process pending deadlines, motions, discharges, and case deficiencies to ensure timely case progression.
- Review external docket entries to ensure they are accurately applied, properly linked, and comply with court procedures.
- Review and docket electronically submitted court orders in a timely and accurate manner.
- Respond to case-related inquiries from attorneys, trustees, litigants, and the public by providing accurate procedural information and exceptional customer service in person or by telephone.
- Receive, review, scan, and docket paper-filed court documents by creating accurate summary docket entries and maintaining the integrity of the official court record.
- Prepare, issue, and process subpoenas and writs of garnishment in accordance with applicable rules and court procedures.
- Receive, open, sort, and distribute incoming mail while ensuring the timely routing and processing of court documents and correspondence.

Required Qualifications:

To meet the minimum requirements applicants **MUST** have one (1) year one year of progressively responsible and specialized clerical work experience at or equivalent to federal grade level GS/JS8 or CL24. 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, critical thinking, an exceptional customer service attitude, ability to work independently and within a team, integrity, dependability, and excellent communication skills along with a work history that demonstrates effective problem-solving skills.

Previous work experience in a court or legal environment is preferred, but not required.

Conditions of Employment:

- Appointment will be considered provisional pending the successful completion of a background investigation.
- Applicants must be U.S. citizens or eligible to work in the United States. (See [Citizenship Requirements for Employment in the Judiciary](#) for additional information.)
- Judiciary employees serve under excepted appointments. Judiciary employees are considered “at will” and are not covered by federal civil service classifications or regulations.
- The U.S. Courts require employees to adhere to the [Code of Conduct for Judicial Employees](#).

Benefits:

• Paid vacation and sick leave • Federal Employees' Retirement System (FERS) • Optional health and life insurance, disability, and long-term care insurance • Flexible Benefits Program including dependent care and/or healthcare reimbursement	• 11 Paid Holidays • Thrift Savings Plan (TSP) with a government match up to 5% • Hybrid Telework Policy • Dental & Vision Insurance • Commuter benefits and Federal Occupational Health (FOH) /Employee Assistance Programs (EAP)
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How to Apply:

Please download the [Application for Judicial Branch Employment \(AO-78\)](#) from the Court's website at www.mieb.uscourts.gov. Qualified applicants should submit the completed application AND a cover letter with résumé via e-mail to HR@mieb.uscourts.gov.

Applications MUST be sent as one PDF file attachment (no ZIP files) and include the **position title** in the **subject line**. The Court will not reimburse an applicant for interview-related expenses.

****Only those applicants selected for an interview will be contacted.****



An Equal Opportunity / EDR Employer

All appointments subject to mandatory electronic funds transfer