

Career Opportunity

Case Administrator

CL25/GS/JS 9

1 Position Available

DUTY STATION: Bay City, MI



Vacancy Announcement Date: Thursday, June 6, 2024

Position Title: Case Administrator

Starting Salary Range: \$47,966 - \$77,966 (based upon qualifications and experience)

Classification Level: CL 25

Appointment Type: Full-time, Permanent

Open Period: **Thursday, June 6, 2024 - Thursday, June 20, 2024 by 5:00pm ET**

Overview:

The case administrator manages the progression of bankruptcy cases and related adversary proceedings from opening to final disposition. This requires reviewing incoming documents to ensure compliance with filing requirements, receiving payments and filing fees, maintaining the official court records, processing court documents, monitoring deadlines and procedural steps, as well as performing the necessary noticing and administrative or 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.

Duties and Responsibilities:

- Review case management reports and take action to process pending deadlines, motions, discharges and correct deficiencies;
- Ensure external docket entries are appropriately applied and linked;
- Review and docket pending electronic court orders;
- Answer inquiries on cases;
- Receive, review, scan and make summary docket entries for non-electronic court documents;
- Retrieve closed or archived case files when necessary;
- Issue subpoenas and writs of garnishment;
- Open and sort incoming mail.

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, an exceptional customer service attitude, 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%
- Dental & Vision Insurance
- Commuter benefits and Federal Occupational Health (FOH) /Employee Assistance Programs (EAP)

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 [Bay City@mieb.uscourts.gov](mailto:BayCity@mieb.uscourts.gov).

Applications MUST be received 5:00pm (ET) on Thursday, June 20, 2024. Send documents as one PDF 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.



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All appointments subject to mandatory electronic funds transfer