



Employment Opportunity (19BO1)

Case Administrator CL 25 / GS 9

Bay City, Michigan

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.

Representative duties: 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.

The Clerk's Office of the United States Bankruptcy Court for the Eastern District of Michigan serves the eastern half of the lower peninsula and has about 60 employees who support six federal bankruptcy judges. Court offices are located in Detroit, Flint and Bay City.

EXPERIENCE REQUIRED To meet the minimum requirements, applicants **MUST** have at least one year of progressively responsible and specialized clerical work experience at or equivalent to federal grade level GS/JS 8 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 FBI background investigation. Applicants must be US citizens or be eligible to work for the federal government. Employees of the Federal Judiciary are hired as "excepted service" appointments and are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants upon request.

TO APPLY Please download an Application for Judicial Branch Employment from the court's website at www.mieb.uscourts.gov (Home Page >Court Info >Employment Opportunities). Qualified applicants should submit the completed application AND a résumé via e-mail to HR@mieb.uscourts.gov on or before **March 27, 2019**.

Send documents in PDF format (no ZIP files) and include the announcement number 19BO1 in the subject line. Only those applicants selected for interview will be contacted. The court will not reimburse an applicant for interview related expenses.



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