

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF TEXAS**



VACANCY ANNOUNCEMENT (2018-1)

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| Position: | Case Administrator |
| Classification: | CL 24/25 - \$39,196 – \$70,379 (depending upon qualifications and experience) |
| Location: | Plano, TX |
| Opening Date: | April 16, 2018 |
| Closing Date: | April 27, 2018 |

Position Overview

The United States Bankruptcy Court for the Eastern District of Texas is accepting applications for the position of full-time Case Administrator in Plano, Texas. The incumbent manages the progression of bankruptcy cases and related proceedings from case opening to final disposition. The position reports to the Operations Supervisor in the Plano Division.

The incumbent is fully proficient in administration and maintenance of the official case records. The incumbent performs docketing, monitors the completion of the required procedural steps, and performs the necessary noticing and administrative and clerical tasks. The Case Administrator prepares case documents for appeal, reviews filed documents to determine conformity, takes appropriate action, ensures all orders and automated entries are appropriately and accurately docketed. The incumbent may also provide assistance in the courtroom as needed.

Ideal candidates will possess:

- A dedication to public service and a desire to help others through the delivery of excellent customer service.
- Proven ability to collaborate with others effectively to accomplish tasks and solve problems.
- A track record of reliability, productivity and producing quality work.

Representative Duties

- Provide information, forms, and electronic case filing (ECF) instruction to external customers. Inform customers of required fees. Receive payments and issue receipts. Secure funds in cash register. Balance cash drawer at the end of the day. Process credit card payments.
- Open cases in case management system and process initial case assignments. Scan and docket initial opening events. Sort, classify, and file case records.

- Manage bankruptcy cases to ensure timely progression from case opening to final disposition. Review, identify, and research the accuracy, timeliness, and quality of data entered into the case record. Prepare and analyze required reports to ensure that all case files and related information are accessible and adhere to quality assurance standards. Make corrections to the case record to comply with local and national procedures. Process notices of appeal and appeal-related documents.
- Run miscellaneous daily reports and examine cases on a regular basis for discharge and closing, ensuring that required documents are filed and all procedures completed (check for pending motions, fees due, pending deadlines and hearings). Research local rules and the Operations Manual.
- Communicate effectively with customers and external filers and assist attorneys and the public with questions regarding bankruptcy procedures, status of cases and dates and locations of hearings.
- Provide backup coverage for team members and other departments as required.
- Assist with activities in the courtroom as required.
- Assist with other duties as required.

Qualification

To qualify for the position of Case Administrator, the candidate must have two years of clerical or administrative experience. Knowledge of legal terminology, procedure, or filings as might be found in a law office, in the Clerk's Office of a U.S. Bankruptcy Court, or in another court of justice is preferred. The candidate should possess strong organizational, analytical, and verbal and written communication skills. Solid computer skills are required, including proficiency in the use of word processing software. High school diploma or equivalent is required, and a bachelor's degree is preferred. The applicant must be a United States citizen or provide documentation proving eligibility to work in the U.S.

Applicants must provide a brief narrative statement addressing the five factors listed below. Each factor must be addressed under a separate heading. Applicants who fail to provide the narrative statement will not be considered for the position.

Knowledge, Skills, and Abilities

1. Customer service experience
2. Ability to communicate orally and in writing
3. Skill in typing, WordPerfect/Word, and data entry
4. Ability to organize and complete projects with minimal supervision
5. Ability to work independently and as part of a team

How to Apply

Qualified applicants may submit the required narrative statement along with a cover letter and detailed resume including salary history to Kim_Dixon@txeb.uscourts.gov. Submissions may be in word processing format or PDF.

Benefits

Employees of the U.S. Bankruptcy Court are entitled to benefits, which include participation in the

Federal Employees Retirement System, choice of a health benefit plan from several options, dental, life insurance, long term disability, long term care, annual/sick leave, federal holidays, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

The Court is an Equal Opportunity Employer

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 without prior notice. The U.S. Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct. This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative. The decision on granting reasonable accommodations will be made on a case by case basis.