

## VACANCY ANNOUNCEMENT 2015-04

### CASE ADMINISTRATOR

Office of the Clerk  
United States Bankruptcy Court  
District of Massachusetts

COURT LOCATION: Boston, Massachusetts

OPENING DATE: February 23, 2015

CLOSING DATE: Until Filled

SALARY RANGE: CL 24: \$38,322 - \$62,284  
CL 25: \$42,311 - \$68,818  
(Salary commensurate with qualifications, experience and time in grade requirements)

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**POSITION OVERVIEW:** This position is located in the Boston Office of the U.S. Bankruptcy Court for the District of Massachusetts.

The Case Administrator manages the progression of bankruptcy cases in a CM/ECF environment by maintaining the official electronic case records, monitoring the completion of the required procedural steps, and performing the necessary noticing, administrative and clerical tasks. Duties include managing and quality controlling the assigned caseload to ensure timely progression in the CM/ECF system; scanning documents through an imaging system and monitoring the process; docketing hard copies of documents, issuing appropriate notices; daily filing; regular monitoring of email for issues/questions related to documents, files, and hearings; interaction with trustees and counsel; processing case conversions; preparing cases for closing; and providing non-legal information to the public.

#### **CONDITIONS OF EMPLOYMENT:**

Employees of the Federal Court system must be United States citizens or eligible to work in the United States. Non-citizens may be hired if they are nationals of countries with which the United States has a mutual defense treaty as determined by the Department of State.

Employees will be hired provisionally pending the results of a complete background investigation.

Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants to review upon request.

All positions in the Clerk's Office are excepted appointments and are "at will" and can be terminated with or without cause by the Court.

Employees are subject to mandatory direct deposit of pay.

Employees are subject to a six-month probationary period.

**QUALIFICATIONS:** To qualify for this position an applicant must be a high school graduate or equivalent. In addition, an applicant must have at least two years of responsible administrative/clerical experience which required the regular and recurring application of clerical procedures involving the routine use of keyboard skills, the use of specialized terminology, and the demonstrated ability to apply a body of rules, regulations, directives, or laws. This experience should also include a positive customer

service orientation, record-keeping, and regular use of a computer and other office equipment. The ability to professionally represent the Court in communications with attorneys, trustees, debtors, and the public is required. The ability to handle a large volume of work is desired, as are accurate data entry skills and skill in the use of automated systems. Experience in a federal court or legal setting is desirable. Good proofreading skills are essential. Knowledge of CM/ECF and paralegal bankruptcy experience are preferred. A Bachelor's or Associate's Degree is desirable.

## **BENEFITS**

Judiciary employees are entitled to the following benefits:

- 13 paid vacation days for the first three years of full-time employment. Thereafter, 20 to 26 days/year dependent upon length of service
- 13 paid sick days per year
- 10 paid holidays per year
- Choice of medical, dental and vision coverage with pre-tax employee premiums
- Group life insurance and long term care options
- Flexible Spending Accounts for health care, dependent care, and commuter/parking costs
- Participation in the Thrift Savings Plan (similar to a 401K plan with matching contributions)
- Participation in the Federal Employees Retirement System
- Credit Union membership

**HOW TO APPLY:** U.S. Bankruptcy Court, District of Massachusetts employees should indicate their interest by email. Outside applicants are required to submit a cover letter and resume and AO-78 Federal Judicial Branch Application For Employment form to: Paula Charette, Personnel Specialist, U.S. Bankruptcy Court, John W. McCormack Post Office & Court House, 5 Post Office Square, Suite 1150, Boston, MA 02109-3945; fax: (617) 748-6622; email: [hr@mab.uscourts.gov](mailto:hr@mab.uscourts.gov). The AO-78 Application Form can be obtained from the court's website: [www.mab.uscourts.gov](http://www.mab.uscourts.gov).

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice.

***The United States Bankruptcy Court is an Equal Employment Opportunity Employer***