

United States Bankruptcy Court Northern District of Ohio



Vacancy Announcement #23-04

Position: Case Administrator

Location: Canton, Ohio

Salary/Grade: CL 25 (\$47,717 - \$77,580)

Position Type: Full-Time, Permanent

Opening Date: February 23, 2023

Closing Date: March 24, 2023 for priority consideration, open until filled.

**Please note that this is not a remote work position and requires presence at the courthouse in Canton. Periodic telework may be available, as determined by operational need.*

The United States Bankruptcy Court for the Northern District of Ohio is accepting applications for the position of Case Administrator. The court is comprised of 47 clerk's office staff who support eight judgeships. The court serves the 40 northernmost counties in the State of Ohio, with locations in Akron, Canton, Cleveland, Toledo, and Youngstown. A Case Administrator maintains the official case record in the Court's automated Case Management/Electronic Case Files (CM/ECF) system from opening to final disposition and is responsible for making summary entries of documents and proceedings in CM/ECF. This includes, but is not limited to, pleadings, petitions, motions, complaints, minutes, and orders. This Case Administrator reports to the Deputy Clerk in Charge in the Canton division.

Representative Duties:

- Performs quality control on entries docketed by registered users of the Case Management/Electronic Case Files (CM/ECF) system. Ensures that the integrity of the electronic case filing system is maintained, event codes are entered accurately, documents are filed timely and in compliance with filing requirements, and notices or corrective entries are issued, as warranted.
- Prepares and submits correspondence, notices, judgments, certifications, and orders.
- Reviews new appeals for jurisdiction and initial docketing issues. Opens and processes appeals and related documents.
- Sets schedules for briefing and record preparation and refers cases to bankruptcy judges or chambers staff for action.
- Verifies attorney's authority to practice.
- Monitors for release of transcripts, exhibits, and sealed documents. Verifies and issues summons.
- Performs intake duties, such as creating and processing new case files, receipting payments, completing copy requests, and reconciling the cash drawer at the end of the day.
- Assists customers in the retrieval of records from the Federal Records Center.
- Processes mail and maintains the mail meter and meter log.

- Provides procedural information to public, bar, and the court. Answers and routes incoming calls.
- Assists the public in the use of computerized databases.
- Assists in the orderly flow of court proceedings by recording proceedings, organizing exhibits, and setting up and troubleshooting electronic evidence presentation systems.
- Updates the claims database by entering claims and updating the status of them on the claims register.
- Performs other duties as assigned.

Qualifications:

- High school diploma or GED
- At least two years of administrative or technical support experience
- Excellent computer skills, including Microsoft Office and Adobe Acrobat
- Excellent oral, written, and interpersonal communication skills
- The ability to multi-task and manage projects
- The ability to exercise good judgment and take initiative
- The ability to work collaboratively with a team

Preferred Qualifications:

- Bachelor's degree
- Experience in the courts or legal environment
- Knowledge of legal terminology

Conditions of Employment:

Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" employees.

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. As a condition of employment, the selected candidate must successfully complete an Office of Personnel Management background investigation (including FBI National Criminal History Fingerprint check) and reference check. Employment will be considered provisional, pending a favorable suitability determination based on the results of the background investigation.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

Benefits:

The United States Bankruptcy Court offers a benefits package to full-time permanent employees. Some of these benefits are optional and require employee payment or co-payment. Available benefits include:

- 11 Paid Federal Holidays
- 13 Days Paid Vacation (per year for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- 13 Days Paid Sick Leave
- Medical, Dental, Vision Coverage
- Life Insurance
- Thrift Savings Plan with matching funds (Traditional & Roth 401k)
- Participation in Federal Employees Retirement System (FERS-FRAE)
- Health, Dependent, Limited Purpose & Commuter Reimbursement Programs
- Public Transit Subsidy Program
- Credit for prior government service

Application Process:

Qualified persons are invited to apply online at:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=l4gsd9zw&pos=23-04>

or on the Employment section of the court's website at www.ohnb.uscourts.gov.

To be considered, applicants must submit a letter of interest, detailed résumé, list of professional references (at least three), and a completed AO-78 Application for Judicial Branch Federal Employment (available by clicking "download" in the Attachments section of the application), must be received by 11:59 PM on the announcement closing date. All applicable sections of the AO-78 must be completed, and the form must be signed and dated. "See résumé" entries are considered non-responsive. Please do not provide answers to Questions 18, 19, and 20 on the AO-78 since answers to those questions are not required for this position. Only applicants selected for an interview will be contacted. No telephone calls will be accepted.

Applicants selected for an interview must travel at their own expense.

This agency provides reasonable accommodations to applicants with disabilities.

The court reserves the right to modify the conditions of this job announcement, 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 prior notice.

The United States Bankruptcy Court is an Equal Opportunity Employer