



VACANCY ANNOUNCEMENT

United States Bankruptcy Court for the Western District of Virginia

VACANCY # 2020-01

POSITION: Case Administrator I

POSTING DATE: February 10, 2020

TYPE: Full-Time

Duty Station: Roanoke, VA

SALARY RANGE: \$38,298 - \$62,300 (CL 24)*

*Starting salary dependent upon qualifications and experience. Promotion potential to CL 25 without further competition.

CLOSING DATE: Position will remain open until filled, with priority given to applications received by February 28, 2020.

Check the status of this position at www.vawb.uscourts.gov/employment-opportunities

POSITION OVERVIEW

The United States Bankruptcy Court for the Western District of Virginia is accepting applications for a full-time, permanent Case Administrator. The Case Administrator is a fully proficient member of a team that manages the progression of bankruptcy cases and related adversary proceeding cases from intake/case opening to final disposition by maintaining the official case records, monitoring the completion of the required procedural steps, and performing the necessary noticing, administrative, and clerical tasks. The incumbent will often be the first point of contact, both in person and on the telephone, with the bench, Bar, and public. We are looking for a team player with a professional attitude who is self-motivated, detail-oriented, and demonstrates excellent interpersonal communications skills, computer proficiency, strong analytical and problem-solving skills and an exceptional work ethic. This position offers challenging and rewarding work, training opportunities, and the potential for advancement for motivated and competent team members.

REPRESENTATIVE DUTIES

The incumbent monitors the progress of bankruptcy cases and related adversary proceeding cases from opening to closing to ensure their orderly and efficient movement through the court. The incumbent must simultaneously manage many cases by monitoring for conformity with appropriate rules, practices and/or court requirements. Representative duties include, but are not limited to, reviewing the accuracy, timeliness, and quality of data entered into the Case Management/Electronic Case Files (CM/ECF) database; checking for prior or prohibited filings; making timely and accurate entries on the docket; checking the docket to ensure all necessary documents are entered and deadlines are met; preparing notification of deficiencies regarding documents; processing orders in a timely manner; generating notices related to bankruptcy case events; auditing cases for discharge and closing; addressing inquiries regarding case information; collecting appropriate fees; furnishing information by phone, in writing, and at the front counter to the general public, members of the Bar, and other parties involved in bankruptcy cases; and processing incoming and outgoing mail.

MINIMUM QUALIFICATIONS

Candidates must be a high school graduate or equivalent with strong desktop skills, including the ability to learn the court's software programs, toggle between various open software programs, work with electronic files and folders, and use various computer applications/software and office equipment. Candidate must have the ability to independently prioritize and complete multiple tasks in a timely manner, consistently demonstrate sound ethics and judgment, and demonstrate excellent written and verbal communication skills. Ability to apply a body of rules, regulations, directives, or laws is also required. Accurate data entry skills, attention to detail, strong organizational skills, and excellent proofreading skills are essential. Bilingual language skills preferred but not required. Additional training opportunities may be available for an incumbent with specialized work experience and/or a bachelor's degree in the finance or accounting fields.

CONDITIONS OF EMPLOYMENT

- Applicants must be United States citizens or eligible to work in the United States.
- The selected candidate will be hired provisionally, pending the successful completion of the required fingerprint background check and favorable employment suitability determination.
- Employees must adhere to the Code of Conduct of Judicial Employees which is available at: <http://www.uscourts.gov/RulesAndPolicies/CodesOfConduct.aspx>
- Judiciary employees are considered "at will" employees and can be terminated with or without cause.
- Electronic Funds Transfer (EFT) for payroll deposit is required.
- Occasional travel both within the district and outside the district will be required.

BENEFITS

The Federal Judiciary offers a number of exceptional benefits including paid annual and sick leave, 10 paid holidays per year, health and life insurance, vision and dental insurance, a flexible benefits program, participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching), long-term care insurance, and participation in the Federal Employees Retirement System. Additional information on benefit programs can be found at www.uscourts.gov/careers/benefits.

APPLICATION PROCEDURES

Email the following list of required application documents in **PDF and/or Word** format, preferably as one attachment) to vawb_careers@vawb.uscourts.gov and reference **Vacancy # 2020-01** in the subject line.

1. Cover letter:

- Reference job vacancy number # **2020-01** and include an email address in your contact information

2. Chronological resume which includes:

- Education, work history, names and addresses of current and prior employers, dates of employment, work performed, significant accomplishments, three to five references

3. Application for Judicial Branch Federal Employment (Form AO 78) available at: **www.uscourts.gov/forms/AO078.pdf**

- All sections of the application must be completed. Description of Work sections must list pertinent information. Do not type "see resume".
- After completing the form, please ensure the content you provided is saved properly and the form is not blank when you submit with your application documents.

The United States Bankruptcy Court for the Western District of Virginia is an Equal Opportunity Employer