UNITED STATES BANKRUPTCY COURT

DISTRICT OF CONNECTICUT

VACANCY ANNOUNCEMENT 16-2

POSITION: **Case Administrator (2 positions available)**

LOCATION: **Hartford and New Haven**

OPENING DATE: **August 22, 2016**

CLOSING DATE: **Until Filled**

SALARY: **CL 25 $43,230 – $70,262**

Join the United States Bankruptcy Court's team of energetic, career minded professionals! The United States Bankruptcy Court for the District of Connecticut is accepting applications for two full-time Case Administrator positions. The Office of the Clerk offers an opportunity for self-motivated individuals with excellent interpersonal, automation and analytical skills with a strong work ethic to launch or continue a career in public service. Our fast paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement.

Position Overview:

This position is located in the Operations Department of the Clerk's Office for the United States Bankruptcy Court, District of Connecticut. The incumbent maintains expertise in the areas of case administration and responds to the more complex questions relating to case administration policies and procedures. The incumbent is responsible for reviewing and evaluating docket entries, to ensure the accuracy of the case management database, and the overall integrity of the electronic case files.

Representative Duties

- Creates and processes new case files. Checks for prior or prohibited filing. Opens cases in case management system.
- Maintains integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents. Retrieves files and makes copies of records for the public. Certifies court documents and ensures data quality.
- Performs quality control on attorney and user docketed entries. Accepts, reviews and processes documents. Prepares deficiency notices. Reviews filed documents to determine conformity and takes appropriate action and follows up with rules, practices, and filing requirements.
- Other duties as assigned.

Minimum Qualifications:

High school diploma and progressive responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Preferred Qualifications:

A bachelor's degree from an accredited college or university. Three (3) or more years of experience as a case administrator or paralegal.

Employee Benefits:

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are considered AT-WILL and can be terminated with or without cause by the court. While court employees are not covered by federal civil service classifications or regulations, they are, however, entitled to the same benefits as other federal employees. These benefits include: 13 days paid vacation for the first three (3) years of employment, 20 days after three (3) years, 26 days after 15 years; 13 days paid sick leave per year; 10 paid holidays per year; choice of medical, dental

and vision coverage from a wide variety of plans; life insurance options; Federal Employees Retirement System; immediate participation in the Thrift Savings Plan (401K plan); optional participation in the Judiciary's Long Term Care Insurance Program; optional participation in the Judiciary's Flexible Spending Program; Commuter Benefit Program (dependent on fiscal year funding); Continuing Education Assistance Program (dependent on fiscal year funding).

Notice to Applicants: The Court requires employees to adhere to the Code of Conduct for Judicial Employees which is available at http://www.uscourts.gov/rulespolicies/judiciary-policies/code-conduct/code-conduct-judicial-employees. Direct deposit is required for employee salary compensation. Applicants must be United States citizens or eligible to work in the United States. The Court is a smoke free environment.

How to apply: Please email cover letter and resume to CTB_Employment@ctb.uscourts.gov.

The U.S. Bankruptcy Court for the District of Connecticut is an Equal Opportunity Employer.