

***** CAREER OPPORTUNITY *****



**UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF OKLAHOMA**

Position Title: Case Administrator I
Type: Full-Time Permanent
Vacancy Number: 23-02BK
Location: Oklahoma City
Opening Date: April 14, 2023
Closing Date: May 8, 2023
Starting Salary: CL-24 (\$41,368- \$67,231)

This is a career ladder position with promotion potential to grade CL-25 without further competition. Starting salary commensurate with qualifications and experience.

POSITION OVERVIEW: This is an entry level operational court support position with the federal Bankruptcy Clerk's office in Oklahoma City. The Case Administrator manages the progression of bankruptcy cases and related adversary proceedings from opening to final disposition. The incumbent is responsible for the administration and maintenance of official court records, including the use of CM/ECF (Case Management/Electronic Case Filing) and CMA (CMAssist). The incumbent reviews docket entries for quality control purposes, edits the docket, enters corrections, docket paper filings, assists pro se litigants, and ensures that all docket entries are docketed appropriately and accurately. The Case Administrator I is closely supervised and reports to the Operations Supervisor. In the absence of the Operations Supervisor, this position reports to the Chief Deputy or Clerk of Court.

REPRESENTATIVE DUTIES:

- Review, identify, and research the accuracy, timeliness, and quality of data entered into the case record. Make corrections to the case record to comply with local and national procedures. Ensure that all case files and related information are accessible. Manage cases to ensure timely progression.
- Monitor for release of exhibits and sealed documents. Verify and issue summons.
- Process motions, orders, proceedings, and pleadings, referring questions of law to the Court Clerk, Chief Deputy, or relevant judge as necessary. Prepare form judgments and orders for signature, including discharge of debtor.
- Complete quality control processes each day; audit cases for closing and check the docket to ensure that all necessary documents are entered and deadlines are met before presenting cases to supervisor for final review before generating the final decree; docket corrective entries for incorrect attorney filing and monitor correction.
- Provide intake services to attorneys, and public visitors, observe Case Administrator II in the assistance of pro se debtors, handle receipting/cashiering duties.

- Answer phone inquiries and emailed messages regarding case status, archive information and court procedures. Provide forms to the public, attorneys, trustees, and other government representatives as required.
- Scan and convert all documents filed over the counter into image files. Enter documents and proceedings on the case docket. Maintain documents in the appropriate location.
- Other duties as may be assigned.

MINIMUM QUALIFICATIONS:

- Applicants must be a U.S. citizen or eligible to work in the United States.
- High school graduate or equivalent required.
- Minimum of two years general work experience and a minimum of one year of specialized experience.
 - Education above the high school level may be substituted for required general experience on the bases of one academic year (30 semester or 45 quarter hours of credit) equals one year of general experience.
 - Specialized experience is progressively 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 that involve the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation.

COURT PREFERRED QUALIFICATIONS: A bachelor's degree from an accredited college or university. Experience in a legal setting and CM/ECF experience is highly desirable along with these additional skills and abilities:

- Possess computer skills including the ability to organize and maintain files electronically.
- Be able to perform a variety of tasks, on several different cases, tracked simultaneously.
- Be detail oriented and possess strong organizational, analytical, problem-solving, and customer service skills.
- Excellent verbal and written communication skills, and good proofreading skills.

BENEFITS: Employees of the U.S. Bankruptcy Court are not classified under Civil Service but are entitled to many of the same benefits as other federal government employees including participation in the retirement system, health, dental, vision, life and long-term care insurance programs, paid leave, periodic grade and step increases, and 11 paid holidays. All employees are subject to mandatory electronic direct deposit of salary payment.

ADDITIONAL INFORMATION: Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. Employees of the United States Courts serve under excepted appointments and are considered at-will employees. As such, employment may be terminated by either the employer or the employee with or without cause. Federal Civil Service classifications/regulations do not apply. All court employees are at-will and therefore the selected candidate may be removed from this position at any time if, after reasonable on-the-job training, the selected candidate fails to perform at a satisfactory level.

As a condition of employment, the selected candidate will be subject to an FBI fingerprint background check and satisfactory adjudication by the employing office to be eligible for employment. Candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. **Candidates completing the AO-78 are not required to complete**

questions 18-20 regarding criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

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, any of which may occur without any prior written notice. More than one position may be filled from this announcement. If a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position.

APPLICATION INSTRUCTIONS: To apply, please submit a resume and cover letter explaining why you are qualified for this position and a completed Application for Judicial Branch Federal Employee (AO-78) (www.okwb.uscourts.gov/job-openings) to:

Vacancy: 23-02BK
Douglas Wedge, Court Clerk
U.S. Bankruptcy Court
215 Dean A. McGee, Room 147
Oklahoma City, OK 73102

Or by email to: sue_frisch@okwb.uscourts.gov

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