

CAREER OPPORTUNITY

**UNITED STATES BANKRUPTCY COURT
EASTERN & WESTERN DISTRICTS OF ARKANSAS**

Position: Case Administrator- Announcement # 16-C01

Duty Station: 300 West 2nd Street, Little Rock, AR

Application Deadline: Open until filled; to ensure consideration, submit resume by July 29, 2016.

Starting Salary: CL-25 (\$39,171 - \$48,968) to CL-26 (\$43,140- \$53,925) (depending upon qualifications and experience). *This is a career ladder position with potential promotion to the CL 26 level without further competition at the discretion of the court.*

The United States Bankruptcy Court for the Eastern and Western Districts of Arkansas is seeking qualified applicants for the position of Case Administrator (CA) in our Little Rock office.

Position Overview: The Clerk's office is the official keeper of the record for the bankruptcy court. The CA will monitor the progress of bankruptcy cases and related adversary proceeding cases from opening to closing to ensure their orderly and efficient movement through the court process. The CA must simultaneously manage many cases by monitoring for conformity with appropriate rules, practices, and/or court requirements. The CA will review the accuracy, timeliness, and quality of data entered into the Case Management/Electronic Case Files (CM/ECF) database and prepare and analyze various case management reports. The CA must interpret a variety of documents and make timely and accurate entries on the docket; assist customers with electronic case filing inquiries along with general case information; test new procedures and processes and provide necessary feedback to management; audit cases for closing to ensure the correct status of all documents/pleadings and deadlines; prepare and maintain claims registers; prepare notification of case related deficiencies; process orders in a timely manner; and prepare and generate hearing and meeting notices as well as other case related notices. The CA will perform intake duties including filing documents/pleadings for entry on the docket, collect appropriate fees and provide copies and certifications from case files upon request. The CA will provide basic case information to the general public, members of the bar, and other parties over the telephone, in writing, and over the counter.

Qualifications and Experience: Must be a high school graduate or equivalent. To qualify for CL 25, applicants must possess two years of specialized experience; CL-26, at least two years of specialized experience equivalent to work at CL-25 is required. Specialized experience is progressively responsible experience requiring the regular and recurring application of procedures involving the routine use of computer skills and use of specialized terminology and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations. Must be proficient in data entry and report generation, and have a strong familiarity with the Internet and browsers. Must be able to multitask successfully with periodic interruptions and communicate effectively with a wide variety of individuals both verbally and in writing.

Desirable Qualifications: Knowledge of court operations and processes. Bachelor's degree from an accredited college or university is preferred.

Benefits: Retirement, subsidized life and health insurance covering all pre-existing conditions, 10 paid holidays, a generous annual and sick leave program (13 days each - first year), Thrift Savings Plan, periodic salary increases and pre-tax flexible spending accounts for medical and dependent care. Detailed information on benefits and compensation may be found at <http://www.uscourts.gov/Careers.aspx>

This position is subject to mandatory electronic direct deposit of salary payment. Applicants selected for interview will be notified by the court. A background check will be conducted on successful applicant(s).

Interested applicants should submit a resume detailing education and work experience, two references, and a cover letter indicating the position applied for and how applicant's education and/or work experience relate to the duties and responsibilities of the position. Resumes without cover letter addressing the qualifications will not be considered. Documents should be sent to:

Human Resources # 16-C01
U. S. Bankruptcy Court
300 W. 2nd Street
Little Rock, AR 72201

NO PHONE CALLS, PLEASE
**** The Court is an Equal Opportunity Employer****

June 29, 2016