

# UNITED STATES BANKRUPTCY COURT

## SOUTHERN DISTRICT OF WEST VIRGINIA



### **Vacancy Announcement #23-01**

**Position Title:** Case Administrator  
**Salary/Grade:** CL 25 (\$45,682-\$84,465)  
**Opening Date:** April 1, 2023

**Location:** Charleston, WV  
**Position Type:** Full Time; Permanent  
**Closing Date:** April 24, 2023 for priority consideration, open until filled.

*\*Starting salary is commensurate with qualification, experience, and based upon the Court Personnel System (CPS) guidelines.*

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

The United States Bankruptcy Court for the Southern District of West Virginia is focused on providing exceptional service to the court, members of the legal community and the general public. The Bankruptcy Court provides a professional, fair and efficient public forum for both individuals and business enterprises needing protection under the Nation's bankruptcy laws and provides related services in a manner that is considerate and equitable to all parties in interest.

We are seeking applicants for a full-time **Case Administrator**. The open position is in the Bankruptcy Clerk's office in Charleston, West Virginia.

The 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. The case administrator reports to the Chief Deputy and/or Clerk of Court.

## **Representative Duties**

Duties include, but are not limited to the following:

- Assist customers at intake counter, accept documents, inform customers of required fees, receive payments and issue receipts.
- Secure funds in cash register and balance funds at the end of the day.
- Process credit card payments for filed documents.
- Open cases in case management system. Docket initial opening events and other paper filed pleadings.
- Accept, receipt, log inventory/property of the court.
- Maintain the integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents.
- Retrieve files and make copies of records for court personnel, attorneys, and others.
- Sets schedules for briefing and record preparation and refers cases to bankruptcy judge or chambers staff for action.
- Accept, review, and process documents while ensuring the accuracy and timeliness of data entered into the case management system. Perform quality control on all entries.
- Transmit notices to the Bankruptcy Noticing Center (BNC).
- Review filed documents to determine conformity with rules, practices, and filing requirements. Take appropriate action as necessary.
- Monitor bankruptcy cases to ensure timely progression from case opening to final disposition, including monitoring for deadlines for further action to be taken.
- Updates the claims database by entering claims and updating the status of them on the claims register.
- Provides procedural information to the public, bar, and the court. Answers and routes incoming calls.
- Update creditor and claims database. Note objections, orders, assignments, or withdrawals on the claims register.
- Communicate effectively orally and in writing.
- Provide backup coverage and perform other duties as assigned.

### **Qualifications:**

- High school diploma or the equivalent
- Two years of administrative or technical support experience
- Excellent computer skills, including Microsoft Office and Adobe Acrobat
- Detail oriented and have the ability to manage several priorities at one time
- Excellent oral, written, and interpersonal communication skills
- Excellent organizational and analytical skills
- The ability to exercise good judgment and take initiative
- The ability and desire to work collaboratively with a team
- Effectively communicate with court staff and the public
- The ability to maintain a professional demeanor, and be a dependable and flexible team participant

- The ability to adapt to regular changes in rules and procedures
- Experience working in the legal field and using legal terminology

### **Preferred Qualifications:**

- Bachelor's degree
- A background in bankruptcy law, procedures and rules, with knowledge of bankruptcy court policies, procedures, and guidelines
- Experience working in an electronic environment with various technologies to accomplish work, including experience with Word, WordPerfect, EXCEL, and Adobe documents
- Experience with the Case Management/Electronic Case File (CM/ECF) system

### **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 a background investigation (including FBI National Criminal History Fingerprint check) and reference check. Employment will be considered provisional, pending a favorable 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)
- Participate in Federal Employees Retirement System (FERS-FRAE)
- Health, Dependent, Limited Purpose & Commuter Reimbursement Programs
- Public Transit Subsidy Program

### **Application Procedure:**

To be considered for this position please submit:

- A resume detailing your education and experience.
- A cover letter indicating the position you are applying for and identifying how your education and/or experience relates to the duties and responsibilities of the position.
- A completed Application for Judicial Branch Federal Employment, AO 78 form, which is available at: <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

Required documents can be submitted via mail or email. If submitting via email, please include all required documents in pdf format, in one document, to [WVSB\\_HR@wvsb.uscourts.gov](mailto:WVSB_HR@wvsb.uscourts.gov). If sending via mail, please submit all required documents to:

Attn: Bankruptcy Human Resources,  
U.S. Bankruptcy Court Clerk's Office, Room 3200  
300 Virginia Street, East  
Charleston, WV 25301

Due to the anticipated volume of applicants, only those candidates in consideration for this position will be contacted. The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice.

**The United States Bankruptcy Court for the Southern District of West Virginia is an Equal Opportunity Employer and values diversity in the workplace.**