

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA
OFFICE OF THE CLERK**

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**POSITION ANNOUNCEMENT
CASE ADMINISTRATOR II**

ANNOUNCEMENT NUMBER: 26-004

LOCATION: Richmond, Virginia

OPENING DATE: March 10, 2026

SALARY RANGE: \$51,562- \$83,844 (CL 25)
*(salary commensurate with qualifications,
experience, and education)*

APPOINTMENT: Permanent, Full-time

AREA OF CONSIDERATION: Open to all
qualified applicants

CLOSING DATE: The position is open until
filled. Preference will be given to applicants
whose applications are received by April 3,
2026.

Position Overview:

The Clerk's Office of the United States Bankruptcy Court for the Eastern District of Virginia, Richmond Division, is accepting applications for a full-time, permanent Case Administrator position.

The Bankruptcy Case Administrator performs administrative and case management duties in support of the court's bankruptcy caseload. The incumbent is responsible for maintaining official bankruptcy case records, monitoring case progress, and providing assistance to attorneys, trustees, and the public regarding case procedures and filing requirements. Work is performed in accordance with federal judiciary policies, local rules, and established Clerk's Office procedures. Telework of up to five (5) days per biweekly pay period may be available after successful completion of the employees orientation period and demonstration of satisfactory performance. Telework is subject to supervisory approval and the operational needs of the Court.

Representative Duties:

- Review and process bankruptcy petitions, pleadings, motions, and other case-related documents for accuracy, completeness, and compliance with federal and local rules.
- Docket case events in the Case Management/Electronic Case Filing (CM/ECF) system and maintain the official electronic case record.
- Monitor case progress to ensure timely filing of required documents and adherence to statutory deadlines.
- Issue notices, deficiency notices, and other correspondence to parties as required by court procedures.
- Maintain and update case files and ensure proper recordkeeping in accordance with judiciary policies.
- Provide procedural guidance to attorneys, trustees, and the public regarding bankruptcy filing requirements, court procedures, and case status information.
- Assist with quality control review of docket entries and case records.
- Process orders, judgments, and other court documents and ensure proper distribution to appropriate parties.
- Respond to inquiries from court users in person, by telephone, or electronically while maintaining confidentiality and impartiality.
- Support courtroom and chambers operations as needed, including preparation of case materials and scheduling assistance.
- Perform other duties as assigned by the Clerk of Court or designated supervisor.
- Rotate at the intake counter to assist the public, providing procedural information and customer service regarding court filings and processes

Preferred Skills:

- Prior experience in a federal or state court environment.
- Familiarity with bankruptcy law, procedures, and terminology.
- Experience with electronic filing systems and case management databases.
- Skill in Microsoft Outlook, or other comparable email system, and Microsoft Word.

Qualification Requirements:

To qualify for the above position, a person must be a high school graduate and must have the following experience:

General Experience:

Progressively responsible clerical, office, or other work, which indicates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position.

Specialized Experience:

At least one year of specialized experience. 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 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.

Educational Substitutions:

Education above the high school level in accredited institutions may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

Education may not be substituted for specialized experience because the operational court support positions require hands-on experience to be credited as specialized experience.

Benefits:

Judicial Branch employees are "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits (<https://www.uscourts.gov/careers/benefits>) similar to those of other federal government employees including: paid annual and sick leave, eleven paid holidays per year, health and life insurance, a flexible benefits program, participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching) as well as participation in the Federal Employees Retirement System, flexible work schedule, and a professional environment. Salary will be based on experience and qualifications. Electronic Funds Transfer (EFT) for payroll deposit is required.

Conditions of Employment:

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. The applicant considered for appointment will be subject to a background check.

How to Apply:

All interested persons must submit:

- Cover Letter
- Resume
- Contact information for at least two professional references knowledgeable of employment history, character and integrity.
- Completed and signed Form AO 78, Application for Federal Judicial Branch Employment, available at <https://www.uscourts.gov/forms/human-resources-forms>

Please submit all documents as a single combined PDF document via email to HR@vaeb.uscourts.gov. Incomplete application materials will not be considered.

Only the most qualified candidates will be invited for a personal interview. Only applicants who are selected for interviews will be contacted by the Court.

The court provides reasonable accommodations to applicants with disabilities. All employees are required to adhere to the "Code of Conduct for Judicial Employees," which is available for review upon request. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time, any of which actions may occur without any prior written or other notice.

The United States Bankruptcy Court is an Equal Opportunity Employer.