

**UNITED STATES BANKRUPTCY COURT  
FOR THE EASTERN DISTRICT OF VIRGINIA**



***POSITION ANNOUNCEMENT***

**POSITION:** Case Administrator II

**LOCATION:** Richmond, Virginia

**SALARY RANGE:** \$39,109 - \$63,568 (CL 25) (Career progression to CL 26 - \$43,053 - \$70,028), depending on qualifications, experience, and education

**OPENING DATE:** May 1, 2014

**CLOSING DATE:** Open until filled — To ensure consideration, application should be received by 4:00 p.m. Eastern Time on May 15, 2014

**ANNOUNCEMENT NO.:** 14-002

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.

**POSITION OVERVIEW:**

The Case Administrator is a fully proficient member of a team that manages the progression of bankruptcy cases and related adversary proceeding cases from intake/case opening to final disposition by maintaining the official case records, monitoring the completion of the required procedural steps, and performing the necessary noticing, administrative and clerical tasks. As a member of a self-directed work team, the incumbent is responsible not only for the management of a range of cases, but also the work product and professional performance of the team. A position description, which provides additional information, is available upon request.

**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:**

For CL-25, at least two years of specialized experience equivalent to work at CL-24 is required; for CL-26, at least two years of specialized experience equivalent to work at CL-25 is required. 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.

**REPRESENTATIVE DUTIES:**

The incumbent monitors the progress of bankruptcy cases and related adversary proceeding cases from opening to closing to ensure their orderly and efficient movement through the court. The incumbent must simultaneously manage many cases by monitoring for conformity with appropriate rules, practices and/or court requirements. Reviews/identifies/researches/ensures the accuracy, timeliness, and quality of data entered into the Case Management/Electronic Case Files (CM/ECF) database and prepares/analyzes/ensures the accuracy of various case management reports. The incumbent: must interpret a variety of documents and make timely and accurate entries on the docket; assists customers with electronic case filing inquiries; tests new procedures and processes to provide necessary feedback; audits cases for closing and checks the docket to ensure all necessary documents are entered and deadlines are met; prepares and maintains claims register; prepares notification of deficiencies regarding documents; processes orders in a timely manner; addresses inquiries regarding case information; generates notices related to bankruptcy case events; and manages and maintains bankruptcy case records. Acts as receptionist; files documents and collects appropriate fees and furnishes information to the general public, members of the bar, and other parties involved in bankruptcy cases over the telephone, in writing and at the front counter. Candidates must be computer literate. Skill in use of the Internet is required for review of documents submitted electronically through the Electronic Case Files (ECF) method. Skill in Lotus Notes, or other comparable email system, and Microsoft Word is preferred. Legal-related experience also is preferred.

**APPLICATION PROCEDURE:**

Submit applications to:

Division Manager – 14-002  
United States Bankruptcy Court  
701 East Broad Street, Suite 4000  
Richmond, VA 23219

(Please note: “EMPLOYMENT APPLICATION” on the outside of the envelope.)

Applicants should complete an Application for Judicial Branch Federal Employment (AO-78); however, a resume is acceptable. A cover letter and salary history should be included as well. A Form AO-78 must be completed by applicants selected for an interview. Current employees of the Clerk’s Office need only submit a letter expressing their interest in the position. Upon selection, the applicant must complete the AO-78, noted above.

For any questions about this position, please contact the Human Resources Officer at 804-916-2496.

To obtain a copy of Form AO-78, please go to the court's website, [www.vaeb.uscourts.gov](http://www.vaeb.uscourts.gov) and click on the Court Resources button, then select Employment Opportunities. To learn more about the federal courts, go to [www.uscourts.gov](http://www.uscourts.gov).

**OTHER INFORMATION:**

The applicant considered for appointment will be subject to a background check.

This position is subject to mandatory electronic funds transfer for payment of net pay.

Only well-suited applicants may be invited for personal interviews. Only those applicants selected for an interview will be contacted. The best-suited applicant will be selected. The conditions of this position announcement are subject to modification without prior notice being given. Only applicants invited for personal interview will be advised of the outcome of the applicant selection process.

**FEDERAL BENEFITS:**

Employees of the United States Bankruptcy Court are not included in the government's Civil Service classification and are at-will employees. They are, however, entitled to benefits similar to other federal employees. Benefits include:

- 10 Paid Holidays per Year
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days after three years; and 26 days after fifteen years of federal service
- Paid Sick Leave in the amount of 13 days per year
- Optional participation in the Federal Employees Health Benefits Program
- Optional participation in the Federal Employees Group Life Insurance Program
- Optional participation in the Federal Employees Dental and Vision Insurance Program
- Optional participation in the Commuter Benefit Program
- Mandatory participation in the Federal Employees Retirement Program and the Social Security Retirement Program
- Thrift Savings Plan
- Long Term Disability Plan Options
- Long Term Care Insurance
- Flexible Benefits Program
- Credit Union Participation

Time in service for employees of other Federal Agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.