

**The United States Bankruptcy Court
Northern District of Indiana
Notice of Vacancy**

Position:	Case Administrator I (Full-Time Permanent)
Announcement No:	2023-09
Location:	South Bend, Indiana
Salary Range:	\$41,368 - \$67,231 (CPS 24) Promotion potential to CPS 25 (\$45,682 - \$74,271) *not automatic
Opening Date:	August 22, 2023
Closing Date:	September 8, 2023

Position Overview

This position is located in the Bankruptcy Clerk's Office and reports to the District Supervisor. The Case Administrator manages the flow of bankruptcy cases and related adversary proceedings from opening to closing by processing incoming documents; maintaining official case files, dockets and other records; monitoring the completion of the required procedural steps; verifying the accuracy of documents filed using the Case Management Electronic Case Filing (CM/ECF) docketing system; and performing noticing, administrative, and clerical functions.

Representative Duties

The Case Administrator is responsible for the following:

- Verifies accuracy of electronically-filed cases and documents
- Opens cases upon receipt of initiating documents filed in paper
- Dockets all documents filed in paper
- Receives and reviews incoming documents to determine conformity with appropriate rules, practices and court requirements
- Scans case related documents, as necessary
- Collects appropriate fees
- Furnishes information to a wide variety of internal and external customers
- Manages case flow to ensure timely processing
- Processes conversions of cases between chapters
- Maintains the matrix mailing system
- Maintains the claims register
- Prepares and processes notices for electronic or hard copy mailing
- Prepares form judgments and orders for judge's signature
- Reviews cases for discharge and closing
- Assists with answering phones, waiting on customers at the intake counter, and opening mail
- Advises attorneys on proper electronic filing procedures, as needed
- Other duties as assigned

Qualifications

Applicants must have two years of general experience and one year of specialized experience. General experience consists of progressively responsible administrative experience which provided a good knowledge of office clerical practices such as filing, telephone usage, and strong keyboarding skills. Specialized experience consists of progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills, use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directive, or laws. 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 personnel/payroll operations. Applicants should be able to work independently in a team-oriented environment. Applicants should exercise good oral and written communication skills. Proficiency in word processing, web-based environments, Adobe Acrobat, and data entry are required.

Education

Applicants must be a high school graduate or equivalent. Education above the high school level 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 operational court support positions require hands-on experience to be credited as specialized experience. A college degree is preferred but not required.

Employee Benefits

- Eleven paid holidays per year
- Paid annual and sick leave
- Subsidized medical coverage with pre-tax employee premiums
- Dental, vision, group life insurance and long-term care options
- Flexible Benefits Program (pre-tax flexible spending for health care, dependent care, and commuter/parking costs)
- Participation in the Thrift Savings Plan (similar to 401K plan, with employer matching up to 5%)
- Federal Employees Retirement System

More information about benefits can be found here: <https://www.uscourts.gov/careers/benefits>

Conditions of Employment

Applicants must be United States citizens or eligible to work for the United States government.

This is a sensitive position within the Judiciary. As a condition of employment, the selected candidate must successfully complete a background investigation and receive a favorable suitability determination. Employees will be hired provisionally, pending the results of a background investigation.

The court requires employees to adhere to a Code of Conduct which is available to applicants for review upon request. Employees are hired as excepted service, "at will" employees. This position is subject to mandatory electronic funds transfer. The United States Bankruptcy Court is an equal opportunity employer.

Application Procedures

Send cover letter, resume with three professional references, and the [AO 78 Application for Employment](#) via [email to: careers@innb.uscourts.gov](mailto:careers@innb.uscourts.gov). The most qualified candidates will be invited to one or more interviews. Only applicants selected for interviews will be contacted by the court.

Information for Applicants

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, if a closing date is shown, any of which actions may occur without any prior written notice. If the applicant is hired at CL 24, a promotion to CL 25 will not require further competition.