



**UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF FLORIDA  
Vacancy Announcement 14-3  
Case Administrator**

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Position:	Case Administrator
Vacancy Number:	14-3
Salary Range:	CL 25 (\$38,334 - \$62,307) Depending on Qualifications
Closing Date:	Open Until Filled
Location:	Beautiful and Sunny Pensacola, Florida

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The United States Bankruptcy Court for the Northern District of Florida is seeking qualified applicants for the full-time position of Case Administrator in the Pensacola Division. A Case Administrator performs various operational and technical functions for docketing, maintaining and processing bankruptcy case information, managing the progression of cases, and provides customer service in accordance with approved internal controls, procedures, and rules.

**Case Management Responsibilities:**

- Create and process new case files, to include assigning case numbers, and opening cases in the case management system
- Review documents filed and docket entries for conformity with rules, regulations, and quality controls requirements
- Make entries on documents and proceedings
- Quality control casework
- Prepare and distribute documents as required
- Set schedules for briefing and record preparation
- Monitor assigned cases to ensure completion of required procedural steps and progression of assigned cases to final disposition
- Perform docketing and case management tasks
- Provide procedural or case information to the public, bar, and the court without providing legal advice
- Transmit records as appropriate

**Intake Responsibilities**

- Receive and stamp incoming documents, certify court documents, and assist with the maintenance of court files; process email received from electronic filers
- Inform customers of required fees, receive payments, and issue receipts
- Secure funds in the cash register, balance the cash drawer at the end of the day, and process credit card payments
- Answer and route incoming calls and assist the public in the use of CM/ECF
- Sort, classify, and file case records, while maintaining the integrity of the filing system by 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
- Perform other related duties as assigned

## **Qualifications**

- Requires a minimum of one year of experience at the CL 24 level in a legal environment with knowledge of federal bankruptcy rules, practices, procedures, forms, and CM/ECF entries.
- Knowledge of: the purpose and format of the full range of bankruptcy legal documents (i.e. pleadings, orders, etc.); bankruptcy terminology; docketing requirements; how to process, issue, and certify documents; and the procedures for public access to court files.
- Court preferred education level: bachelor's degree from an accredited college or university
- Ability to communicate effectively (orally and in writing) to individuals and groups
- Skill in typing and the use of Microsoft Office products and other automated systems and equipment to review dockets and documents
- Skill in determining appropriate course of action for disposition of a case
- Skill and accuracy in mathematical calculations and data entry
- Ability to work well with others
- Ability to consistently demonstrate sound ethics and judgment

## **Employment Information and Benefits**

Judiciary employees serve under excepted appointments (not civil service). Employees of the United States Bankruptcy Court are "At Will" employees and are required to adhere to the Code of Conduct of Judicial Employees, which is available for review at:

<http://jnet.ao.dcn/policy-guidance/guide-judiciary-policy/volume-2-ethics-and-judicial-conduct/part-codes-conduct/ch-3-code-conduct-judicial-employees>.

Judiciary benefits include paid vacation, sick leave, paid holidays, health and life insurance, long term care insurance, a flexible benefits program, retirement plan, and a portable savings plan with matching contributions.

## **Applicant Information**

This position will be located in the Pensacola Division of the United States Bankruptcy Court for the Northern District of Florida. Applicants must be a United States citizen or eligible to work in the United States. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit. The selected candidate will be subject to a background check and employment is conditional until a suitability determination is complete.

Qualified applicants should submit a resume including salary history, a completed application form [AO-0078](#), and a list of three professional references to:

United States Bankruptcy Court  
Northern District of Florida  
Attn: Paul Neely  
100 N. Palafox Street  
Pensacola, FL 32502

ATTN: VACANCY ANNOUNCEMENT 14-3

First review of applications will be on May 16, 2014. To receive first consideration the application must be received by close of business May 15, 2014. The position is open until filled.