

## CAREER OPPORTUNITY

### UNITED STATES BANKRUPTCY COURT EASTERN & WESTERN DISTRICTS OF ARKANSAS

**Position:** Case Administrator- Announcement # 22-CO2

**Location:** 300 West 2nd Street, Little Rock, Arkansas

**Application Deadline:** Open until filled; to ensure consideration, submit resume by January 23, 2023.

**Starting Salary:** CL-25 (\$43,767–\$54,727) to CL-26 (\$48,190- \$60,266) (depending on qualifications)

*This is a career ladder position with promotional potential to the CL 26 level without further competition at the discretion of the court.*

The United States Bankruptcy Clerk for the Eastern and Western Districts of Arkansas is seeking qualified applicants for the position of Case Administrator (CA) in our Little Rock office.

**Position Overview:** The Clerk's office is the official keeper of the record for the bankruptcy court. The CA will monitor the progress of bankruptcy cases and related adversary proceeding cases from opening to closing to ensure appropriate movement through the court process. The CA must simultaneously manage numerous cases by monitoring for conformity with rules, practices, and/or court requirements. The CA will review the accuracy, timeliness, and quality of data entered into the Case Management/Electronic Case Files (CM/ECF) database and prepare and analyze various case management reports. The CA must interpret a variety of documents and make timely and accurate entries on the docket; assist customers with electronic and manual case filing inquiries along with general case information; test new procedures and processes and provide necessary feedback to management; audit cases for discharge and closing to ensure the correct status of all documents/pleadings and deadlines; prepare and maintain claims registers; prepare notification of case related deficiencies; process orders as required; and prepare and generate hearing and meeting notices, as well as other case related notices. The CA will perform intake duties including filing documents and pleadings for entry on the docket, collect fees, and provide copies/certifications from case files upon request. The CA will provide basic case information to the general public, members of the bar, and other parties over the telephone, in writing, and over the counter. The CA may also occasionally assist judges' staff with clerical and recording duties. Training will be provided. Travel to divisional court location(s) may occasionally be required.

**Mandatory Qualifications:** Must be a high school graduate or equivalent. To qualify for CL 25, applicants must possess two years of specialized experience; CL-26, at least two years of specialized experience equivalent to work at CL-25 is required. Specialized experience is progressively responsible experience requiring the regular and recurring application of procedures involving the routine use of computer skills and use of specialized terminology and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, banking and credit firms, educational institutions, social service organizations, corporate headquarters or personnel and payroll operations. Must be proficient in the use of automated software and equipment for word processing, data entry and report generation, and the Internet and browsers. Must be self-motivated, able to execute multiple functions to completion with periodic interruptions, and able to communicate effectively with a wide variety of individuals both verbally and in writing.

**Desirable Qualifications:** Knowledge of bankruptcy and court operations and processes. Bachelor's degree from an accredited college or university is preferred.

**Benefits:** Retirement, subsidized life and health insurance, 11 paid holidays, a generous annual and sick leave program (13 days each - first year), Thrift Savings Plan, periodic salary increases, and pre-tax flexible spending accounts for medical and dependent care. Detailed information on benefits and compensation can be found at <https://www.uscourts.gov/careers>

This position is subject to mandatory electronic direct deposit of salary payment. Only the most qualified candidates will be interviewed. A background investigation will be conducted as a condition of employment.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. Employees of the United States Bankruptcy Court for the Eastern and Western Districts of Arkansas are at will and can be terminated with or without cause at any time.

Qualified applicants may submit a resume to:  
Human Resources # 22-C02  
U. S. Bankruptcy Court  
300 W. 2<sup>nd</sup> Street  
Little Rock, AR 72201

NO PHONE CALLS, PLEASE

**\*\* The Court is an Equal Opportunity Employer\*\***