



David D. Zimmerman
Clerk of Court

Stephanie K. Mickelsen
Chief Deputy Clerk of Court

Topeka Division
444 S.E. Quincy St. (240)
Topeka, KS 66683

Wichita Division
401 N. Market St. (180)
Wichita, KS 67202

Kansas City Division
500 State Ave. (161)
Kansas City, KS 66101

Vacancy Announcement

UNITED STATES BANKRUPTCY COURT

District of Kansas

Position: Case Administrator
Number of Positions: One
Classification Level: CPS CL 24 or CL 25
Salary Range: CL 24 (\$36,192 to \$58,871) or
CL 25 (\$39,979 to \$65,016), depending on
qualifications
Location: Topeka, Kansas
Opening Date: August 4, 2017
Closing Date: Open until filled with preference given to
applications received by August 21, 2017
Vacancy Number: TO17-10

POSITION OVERVIEW:

Case Administrators manage 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 required procedural steps, and performing necessary administrative and clerical tasks in the courtroom as well as in the Clerk's Office. The incumbent works with team members, judges and chambers' staff, attorneys and the public.

REPRESENTATIVE DUTIES:

These duties are intended to provide generalized examples of major duties and responsibilities that are performed by a Case Administrator.

- Monitor the progress of bankruptcy cases and related adversary proceeding cases from opening to closing to ensure their orderly and efficient movement through the court
- Monitor case records for conformity with appropriate rules, practices and/or court requirements
- Review and ensure the accuracy, timeliness, and quality of data entered into the Case Management/Electronic Case Files (CM/ECF) database
- Prepare, analyze and ensure the accuracy of various case management reports
- Generate notices related to bankruptcy case events
- Collect appropriate fees
- Assist with courtroom proceedings
- Furnish appropriate case information to the general public, members of the bar, and other parties involved in bankruptcy cases over the telephone, in writing, or at the front counter

QUALIFICATION REQUIREMENTS:

Mandatory

General Experience: Must be a high school graduate and have performed at least two years of progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular

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knowledge and skills needed to perform the duties of the position. Some or all of the two years of required general experience may be substituted with education above the high school level.

Specialized Experience: Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of procedures that demonstrate the ability to apply a body of rules, regulations, directives or laws. It involves the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Educational substitution is not available for specialized experience. If hired at a grade lower than CL 25, promotion potential exists up to grade CL 25 without further competition. The length and complexity of a candidate's work experience dictates the pay grade for which he or she is eligible, as detailed below:

CL 24 (\$36,192 to \$58,871) – One year of specialized experience equivalent to grade 23 required.

CL 25 (\$39,979 to \$65,016) – One year of specialized experience equivalent to grade 24 required.

Preferred

- Experience working in the bankruptcy or legal field
- Excellent computer skills and ability to work with a variety of programs and applications, including internet, word processing, and email
- Familiarity with the court's CM/ECF system
- Accuracy and attention to detail
- Excellent customer service skills and the ability to deal with a wide variety of people tactfully and courteously
- Strong organizational skills and the ability to handle multiple assignments with frequent interruptions
- Ability to communicate effectively both orally and in writing
- Strong interpersonal skills and the desire to work in a fast-paced, team environment
- Ability to maintain confidentiality and use sound judgment
- Professional demeanor and strong work ethic

BENEFITS:

See <http://www.uscourts.gov/careers/benefits> for an overview of employee benefits.

TO APPLY:

To apply for this position, please submit the following items in a single pdf document by email to ksb_employment@ksb.uscourts.gov:

- 1) a cover letter with salary requirements,
- 2) a chronological resume, and
- 3) a [Federal Judicial Branch Application for Employment](#) (if not a current federal judicial employee)

INFORMATION FOR APPLICANTS:

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a favorable background check, which may be subject to periodic updates. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or eligible to work for the United States Government.

*** THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER ***