

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF MISSOURI**

VACANCY ANNOUNCEMENT



Position: Case Administrator
Salary Range: CL 25 \$41,631 - \$67,687
(Based upon qualifications)
Opening Date: September 6, 2019
Closing Date: September 20, 2019

Position Overview: This position is located in the Bankruptcy Court's Clerk's Office in St. Louis, Missouri. Case Administrators manage the progression of bankruptcy cases and related adversary proceedings by maintaining official case records in an automated system, monitoring the completion of the required procedural steps for processing of all incoming documents, and interacting with the public and bankruptcy practitioners. This position operates in a team environment.

Representative Duties and Responsibilities: Duties include: docketing, noticing and conducting quality assurance review of cases filed through the Court's electronic case filing system in order to ensure accuracy and conformity with local and federal rules; discharging and closing cases accurately and timely in accordance with established procedures; and generating reports. Duties may also include: answering the phone, scanning documents, processing claims and orders, and advising users of errors in filing. Communicates regularly with judges, Clerk's Office staff, attorneys, trustees and the general public in person, in writing and telephonically regarding case related matters. Provides instructions on proper filing procedures and non-legal information to outside customers. Informs customers of required fees and receives payments.

Qualifications and Educational Requirements: Candidate must have a high school diploma or equivalent. Bachelor's degree and/or paralegal certificate preferred. Two (2) years of progressively responsible clerical or administrative experience working in an office setting such as a law firm, banking, real estate/title office or other work that demonstrates experience in word processing, web-based environments, and data entry involving the use of automation skills, the use of specialized terminology and the ability to apply a body of rules, regulations, directives or laws, is required. Familiarity with electronic case filing, especially the CM/ECF (Case Management/Electronic Case Filing) system is desirable.

The successful candidate must: have a professional demeanor and possess excellent computer skills with a demand for accuracy and quality assurance; have good judgment with the ability to apply concepts to determine the appropriate action to be taken; possess excellent proofreading skills and have attention to detail; possess exceptional verbal and written communication skills; be dependable and have the ability to work independently.

Employee Benefits: The U. S. Bankruptcy Court offers excellent opportunities for training and career development. Court employees are covered by the Court Personnel System (CPS). Leave accrual, health benefits, life insurance benefits and retirement benefits are comparable to civil service. This position is subject to mandatory electronic fund transfer participation for payment of net pay. All employees are required to adhere to a code of conduct and the Court's policies and procedures. This Court is an equal opportunity employer.

How to Apply: Submit a completed application for judicial branch employment, form AO-78 (available at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>), a detailed resume and cover letter to:

Confidential 19-10
Keysha Shortridge, Administrative Support Specialist
U. S. Bankruptcy Court - Eastern District of Missouri
111 S. Tenth St., 4th Floor
St. Louis, Missouri 63102

Or e-mail to: hr@moeb.uscourts.gov