



UNITED STATES BANKRUPTCY COURT – DISTRICT OF COLORADO
721 19th Street
Denver, CO 80202
www.cob.uscourts.gov

Case Administrator I/II/III

Vacancy Announcement #: 2024-01-USBC

POSITION:	Case Administrator I/II/III
POSITION TYPE:	Full-Time, Permanent (Mon – Fri, 8:00 am to 5:00 pm)
SALARY RANGE:	CL 24 (\$48,267-\$78,503)– Pay Table DEN CL 25 (\$53,329-\$86,682) <i>Starting salary depends on qualifications and experience. Position has promotable potential up to CL26 without further competition. Current Federal Judiciary employees in same or similar position may be offered a lateral transfer.</i>
OPEN DATE:	June 4, 2024
CLOSING DATE:	Open until filled; preference given to those who apply by COB June 24, 2024.
AREA OF CONSIDERATION:	Open to all qualified individuals
LOCATION:	Denver, Colorado

*More than one position may be filled from this vacancy, depending on staffing needs and budget funding.
The Court reserves the right to cancel and/or modify this vacancy announcement as needed.*

Join the United States Bankruptcy Court’s team of energetic, career minded professionals! The United States Bankruptcy Court for the District of Colorado is accepting applications for the full-time position of Case Administrator. The Office of the Clerk offers an opportunity for self-motivated individuals with excellent interpersonal, organizational, and analytical skills with a strong work ethic to launch or continue a career in public service. Our fast-paced environment consists of challenging and rewarding work, training opportunities and the potential for advancement.

This position is part of our case administration team so the ideal candidate will need to demonstrate flexibility with intake, customer service, and case administration duties, while simultaneously maintaining confidentiality and demonstrating sound judgment and ethics. Telework will not be available until completion of training period and proven track record of success.

The Case Administrator manages the progression of bankruptcy cases and related adversary proceedings cases from opening to final disposition by maintaining the official case records, monitoring the completion of the required procedural steps, and performing the necessary noticing, administrative and clerical tasks. As the successful candidate progresses in the position, the Case Administrator will also operate electronic courtroom recording equipment and conference calls as part of judicial proceedings and provide operational support as needed.

REPRESENTATIVE DUTIES

The representative duties of this position include but are not limited to:

- Check for prior or prohibited filing. Monitor for release of exhibits and sealed documents. Verify and issue summons. Verify attorney’s authority to practice.
- Inform customers of required fees. Receive payments and issue receipts. Secure funds in cash register. Balance cash drawer at the end of the day. Process credit card payments for filed documents.

- Operate a variety of copying and records equipment. Answer and route incoming calls. Prepare case files for tracking records. Assist the public in use of computerized databases. Provide basic information to the public, bar, and the court. Ensure data quality.
- Sort, classify, and file case records. Maintain integrity of the filing system by such means as 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. Certify court documents. Create and process new case files. Assign case numbers to judges. Open cases in case management system. Docket initial opening events.
- Prepare, ship, and retrieve records from the appropriate Federal Records Center. Scan, copy, file, pick-up, sort and process mail. Process e-mail received from electronic filers. Maintain the new case and mail log. Receive and stamp incoming documents. Maintain court files.
- Process notices of appeals, and appeal-related documents. Process opinions and close appeals. Make summary entries on all documents and proceedings. Assign claim numbers. Receive and docket terminating documents. Perform quality control on attorney-docketed entries. Accept, review and process documents. Prepare deficiency worksheet/notice. Review filed documents to determine conformity and take appropriate action and follow up with rules, practices, and filing requirements. Prepare correspondence regarding file inquires, docket sheets, and other file request information. Review new appeals for jurisdiction and initial docketing issues. Set schedules for briefing and record preparation. Refer cases to panels of judges or court attorneys for action. Rule on motions as permitted by local rules.
- May record court proceedings. May organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems, assisting with the orderly flow of proceedings.
- Update creditor and claims database. Note objections, orders, assignments, or withdrawals on claims register. Transmit records to appropriate court. Transmit notices to the Bankruptcy Notice Center (BNC). Ensure event codes are entered accurately.
- Identify and process complex cases and appeals and take on special assignments.
- Lead, train, and guide other employees performing case administration duties, including reviewing work products.

MINIMUM QUALIFICATIONS

To qualify for this position at CL 24, the applicant must have a high school diploma or GED, two years of general experience, and one year of specialized experience.

General Experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the position's duties.

Specialized Experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in judiciary, law firms, legal counsel offices, banking and credit firms, insurance companies, and real estate and title offices or in positions closely related to the work of this position.

Education above the high school level may be substituted for required general experience based on one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience.

PREFERRED QUALIFICATIONS

- Paralegal degree or certificate
- Proficiency in Spanish
- Prior federal bankruptcy or bankruptcy law firm experience

BENEFITS

A generous benefits package is available and includes the following: up to 13 days of vacation for first three years (which increases with tenure) and 13 days of sick leave, 11 paid holidays, retirement benefits including the Federal Employees Retirement System (FERS) and Thrift Savings Plan (TSP), which includes a government match of up to 5%. Optional benefits include health and life insurance, dental and vision insurance, a Flexible Benefits Program which includes health, dependent care, and parking reimbursement, RTD EcoPass, and an in-house fitness facility. Also included is the Federal Occupational Health (FOH)/Employee Assistance Programs (EAP). See the complete list of benefits on our employment [website](#). Student loan forgiveness is available to those qualified, pursuant to the terms of the Public Service Loan Forgiveness ([PSLF](#)) program. Court employees may also be eligible for telework or flexible schedules, in accordance with local policy.

ADDITIONAL INFORMATION

Employees must adhere to a [Code of Conduct](#). This position is subject to mandatory fund transfer (EFT) participation for payroll deposit. Employees are considered at-will and are not covered by federal civil service classifications or regulations. Applicants must be U.S. Citizens or permanent residents seeking U.S. Citizenship as outlined in [8 U.S.C. 1324b\(a\)\(3\)\(B\)](#). The final candidate is subject to FBI fingerprint background check. All compensation and promotions are subject to final approval by the Administrative Office of the U.S. Courts.

HOW TO APPLY

All qualified applicants should submit the following:

- Application form AO78 (Download it [here](#))
- Current cover letter and resume

Your application packet must be submitted **as a single pdf document** by email to: cod_hrd@cod.uscourts.gov. Please note "Vacancy Announcement: 2024-01-USBC" in the subject line of the email. Incomplete applications may not be considered.

THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER