



VACANCY ANNOUNCEMENT

United States Bankruptcy Court, District of Oregon

VACANCY #2025-01

POSITION: Case Administrator I

TYPE: Full-Time

DUTY STATION: Eugene, Oregon

SALARY RANGE: CL-24 (\$44,259-\$71,932)

Pay is set based on qualifications and experience. Promotion potential to Case Administrator II (CL-25) without further competition. Promotion potential would be based on meeting qualifications and the needs of the court.

POSITION AVAILABLE: March 2025

POSTING DATE: January 6, 2025

CLOSING DATE: Open until filled – Submit your application by 1/26/2025 to ensure consideration. We will continue to review applications received after 1/26/2025 until the position is filled.

Check the status of this position on the court's website at

<https://www.orb.uscourts.gov/employment>

The United States Bankruptcy Court for the District of Oregon is seeking qualified applicants for a full-time Case Administrator I in the Eugene divisional office. The court has 4 judges (3 in Portland and 1 in Eugene) and 38 other employees, including chambers staff.

POSITION OVERVIEW

A Case Administrator I serves as an Intake Clerk and is responsible for managing the progression of cases through the case opening process in accordance with approved internal controls, procedures, and rules. Intake Clerks receive and review incoming court documents for conformity with federal and local rules and perform customer service and cashier duties for the purpose of providing procedural information and collecting court fees. Intake clerks also process all incoming and outgoing mail, answer and route incoming phone calls, and maintain claims databases. This position will include back up duties as an Electronic Court Recorder Operator (ECRO).

PRIMARY DUTIES

- Assist attorneys, trustees, and the public with general information, case status, procedural information, and Case Management/Electronic Case Filing (CM/ECF) instruction.
- Handle all payments received according to internal control procedures. Verify required fees are paid and take appropriate procedural action and/or issue receipts. Secure funds in cash register and balance cash drawer at the end of the day.

- Open cases in CM/ECF. Thoroughly review submitted incoming paper petitions and related documents to determine conformity with appropriate rules, practices, and court requirements. Check for prior or prohibited filers. Accurately and timely scan and convert all paper documents filed to a PDF format. Correctly docket documents using initial case opening CM/ECF events.
- Review all assigned electronic filings made by external and court users for quality control to ensure that correct documents are filed in the correct cases, correct document events and entries are used, and take other appropriate corrective action as needed in accordance with rules, practices, and filing requirements.
- Perform quality control checks to ensure accuracy of data entry.
- Answer and route incoming phone calls.
- Provide copy, certification, and exemplification services.
- Review incoming documents to determine conformity with appropriate rules, practices, and court requirements.
- Perform ECRO (Electronic Case Recorder Operator) duties which include making a verbatim record of court proceeding using digital recording technology.

QUALIFICATIONS and REQUIREMENTS

Education and Eligibility Requirements:

- Minimum of a high school diploma or the equivalent.
- Must be a U.S. citizen or eligible to work in the United States.

The successful candidate must demonstrate or possess specialized experience and skills that are closely related to the following essential requirements of the position:

Specialized Experience is defined as 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.

Essential Requirements of the position:

- Exceptional interpersonal skills and the ability to work collaboratively in a team environment.
- Maturity, good judgment, high ethical standards, and a positive work attitude.
- Strong organizational, analytical, and customer service skills, and attention to detail.
- Ability to multitask and consistently meet deadlines and targeted goals.
- Excellent computer proficiency, including the ability to learn the court's software programs, toggle between various open software programs, and work with electronic files and folders.
- Very good oral and written communication skills, and good proofreading skills.
- Ability to maintain confidentiality.
- Skill in creating detailed logs of court proceedings and participants.
- Ability to take accurate notes and summarize court proceedings in a fast-paced environment.
- Ability to use automated systems to record court proceedings electronically.
- Ability to administer oaths, manage exhibits, and call the calendar.

Other Requirements:

- Occasional travel to district offices or to training centers and seminars.
- Ability to telework and conduct remote hearings from home or alternate work location, for example in the event of inclement weather or emergency office closure.

Preferred Work Experience:

- Federal judiciary work experience in a related position.
- Previous case administration experience and courtroom experience.
- Knowledge of bankruptcy rules and procedures.
- Knowledge of CM/ECF.
- Experience with docketing and case management.

APPLICATION INSTRUCTIONS

An application will be considered complete when all the required documents are properly submitted as instructed below.

Email the following list of required application documents to **hr@orb.uscourts.gov** and reference **Vacancy #2025-01** in the subject line.

Documents must be submitted in a single PDF file in the following order:

Important: Do not attach MS Word documents or documents in any format other than PDF. The cover letter, resume, and any other documents you submit with the application must be combined into one PDF attachment.

1. Cover letter:

- Reference job vacancy number **#2025-01**
- Include an email address in your contact information.
- Provide information about your work experience that demonstrates your ability to meet the qualifications for this position.

2. Chronological resume which includes:

- Education
- Work history
- Names and addresses of employers
- Dates of employment
- Work performed
- Significant accomplishments

GENERAL INFORMATION

- Applicants must be a U.S. citizen or eligible to work in the United States.
- This is a sensitive position within the Judiciary. The successful candidate is hired provisionally, pending the results of a background check and favorable employment suitability determination.
- Employees must adhere to the Code of Conduct for Judicial Employees which is available at: <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>
- Excepted service appointments are “at will” and can be terminated with or without cause by the court.
- Employees are subject to mandatory Electronic Funds Transfer for payroll deposits.
- The best qualified will be contacted for interviews. Interviews will be conducted via videoconference.
- This vacancy announcement is posted on the court’s internet web site at <https://www.orb.uscourts.gov/employment>
- Candidates not contacted for an interview should check the status of the position on court’s website by clicking on the employment link. The vacancy announcement will be removed from the employment page when the position has been filled.

BENEFITS

The judiciary offers a number of exceptional benefits to its employees. As a judiciary employee, you may be eligible to participate in the following benefits programs. Information about federal judiciary employee benefits and compensation can be found on the United States Courts website career page:

<https://www.uscourts.gov/careers/benefits>

- Paid Time Off
 - 13 days of vacation per year for the first three years of service, 20 days of vacation per year after three years of service, 26 days of vacation per year after fifteen years of service
 - 13 days of sick leave per year
- 11 paid holidays per year
- Medical coverage with a government contribution (choose from a variety of plans, health premiums may be deducted as pre-tax dollars, optional participation)
- Vision and dental insurance (optional participation)
- Life insurance program with a government contribution (optional participation)
- Long-term disability insurance for employees and eligible family members (optional participation)
- Flexible Spending Program (pre-tax contributions for health/dependent care/transportation expenses, optional participation)
- Public transportation subsidy (dependent on fiscal year funding)
- Federal Employees Retirement System (FERS)*
- Thrift Savings Plan (employer matching, similar to 401K, optional participation)

**Participation in the Federal Employee Retirement System (FERS) is mandatory. Employees appointed to a position on or after January 1, 2014 contribute 4.4% of their base pay each paycheck to the Basic Benefit Plan. <https://www.opm.gov/retirement-services/fers-information/>*

Other Benefits:

- Federal Occupational Health (FOH)/Employee Assistance Programs (EAP)
- Flexible and alternative work schedule opportunities
- [Public Service Loan Forgiveness Program](#)
- Virtual learning through the Judiciary Online University
- Telework program which allows employees to telework on a reoccurring basis and in emergency or inclement weather situations. This is not a full-time telework position.

The United States Bankruptcy Court for the District of Oregon is an Equal Opportunity Employer

The United States Bankruptcy Court for the District of Oregon is an Equal Opportunity Employer and values diversity in the workplace. We encourage applications from all qualified individuals and seek a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources at hr@orb.uscourts.gov. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The Court reserves the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position sooner than the closing date, any of which may occur without prior written or other notice. If a position becomes vacant in a similar classification within a reasonable time from the original announcement, the court may select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.