



UNITED STATES BANKRUPTCY COURT
FOR THE CENTRAL DISTRICT OF ILLINOIS
OFFICE OF THE CLERK

ANNOUNCEMENT NUMBER 2024-03

Position: Case Administrator
Salary Range: Starting salary is \$43,414 - 70,610 (CL 24)
Commensurate with qualifications and prior experience
Location: Urbana, Illinois
Date Posted: April 2, 2024
Closing Date: Open until filled (Preference given to those applying prior to April 15, 2024, with an effective start date in May 2024)

POSITION OVERVIEW

The Case Administrator manages the progression of bankruptcy cases and related adversary proceedings from opening to final disposition by maintaining the official case records, monitors the completion of the required procedural steps, verifies the accuracy of documents filed using the CM/ECF (Case Management/Electronic Case Filing) docketing system and performs docketing, file review, noticing, administrative and clerical tasks. The incumbent reports directly to the Operations Manager.

REPRESENTATIVE DUTIES

- Manage cases as efficiently as possible from opening to closing.
- Review, identify and research the accuracy, timeliness and quality of data entered into the case record.
- Make corrections to the case record to comply with local and national procedures.
- Ensure that all case files and related information are accessible.
- Reviews and enters orders, including discharge of debtor, and processes for mailing or electronic notice.
- Continuously tracks cases, including relationships of case events and their status.
- Create and process new case files in case management system and docket initial opening events.

- Prepares and processes notices for mailing or electronic notice.
- Audit cases for closing and review the docket to ensure that all necessary documents are entered, and deadlines are met before case closing.
- Receives and reviews incoming documents, both electronic and on paper to determine conformity with appropriate federal rules, practices, and procedures.
- Prepare and analyze required reports. Use data to meet quality assurance criteria.
- Staffs the main bankruptcy phone lines and answers public inquiries on case status, availability and location of bankruptcy records.
- Accept and file stamp documents received at the counter, inform customers of required fees, receive payments, and issue receipts.
- Secure funds in cash register and reconcile cash drawer at the end of the day.
- Provide excellent customer service when responding to inquiries on case status, without providing legal advice.
- Assists pro se filers with bankruptcy questions and documents.
- Provide information and Electronic Case Files (ECF) instruction to outside customers.
- Test new procedures and processes to provide necessary feedback.
- Perform the Electronic Court Recorder Operations (ECRO) duties which involves operating the recording program to capture digital audio recordings and notes of all court proceedings.

QUALIFICATIONS

- Bachelor's degree from an accredited college or university, or
- High school graduate or equivalent and a minimum of 2 years of general experience, such as
 - clerical experience, including
 - routine use of keyboard skills, and
 - ability to apply and abide by policies and procedures.
 - Such experience is commonly encountered in law firms, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

To qualify for this position a person must also demonstrate that she/he possesses:

- High level reading comprehension.
- Exceptional organizational skills, particularly priority and time management capabilities.
- The ability to exercise initiative in handling problems encountered while performing assigned duties.
- The ability to work both independently and as part of a team.
- Unquestioned integrity and a positive, "can do" attitude.

BENEFITS

Judicial Branch employees are considered "at will" employees and are not subject to the employment regulations of competitive service. However, Judiciary employees are eligible for, but not limited to, the following employment benefits:

- 11 paid holidays per year;
- paid sick leave in the amount of 13 days per year;
- accrual of annual leave (paid personal days off):
 - 13 days per year for the first three years of federal civil service;
 - 20 days after three years of federal civil service; and

- 26 days after fifteen years of federal civil service;
- retirement benefits under the Federal Employees' Retirement System (FERS);
- traditional (pre-tax) and Roth (after-tax) retirement savings and investment plan through the Thrift Savings Plan (TSP) with employer matching contributions;
- health benefits under the Federal Employees' Health Benefits Program (FEHB);
- dental and vision insurance options under the Federal Employees' Vision and Dental Insurance Program (FEDVIP);
- life insurance benefits under the Federal Employees' Group Life Insurance Program (FGLI)
- long term care insurance option;
- pre-tax flexible spending account options for health care, dependent care, and commuter expenses;
- Employee Assistance Program (EAP)/Work Life Services.

For additional information regarding benefits, please visit <https://www.uscourts.gov/careers/benefits>.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available for review at <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>.

A background investigation including fingerprint and criminal record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation.

Employees of the United States Bankruptcy Court are "at will" and can be terminated with or without cause at any time.

This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

HOW TO APPLY

Qualified candidates should submit all the following documents in one PDF file to careers@ilcb.uscourts.gov with subject line **2024-03 Case Administrator (your name)**:

1. Letter of interest;
2. Resume;
3. Fully completed AO-78 (Judicial Branch Federal Employment application) which is available from the court's website at www.ilcb.uscourts.gov under *Court Info* → *Employment Opportunities*;
4. Three professional references with contact information.

An incomplete application package may disqualify an applicant from further consideration. Interviews may be conducted remotely when in-person attendance is not feasible. Management may close this announcement at any time. It is therefore recommended that applications be submitted as soon as possible. Due to the expected high volume of applicants for this position, the court will only communicate with those qualified applicants who are selected to interview.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER