



Position Announcement

Position: Case Administrator

Location: Burlington, Vermont

Announcement Number: 2018-03

Position Status: Full-Time Permanent

Opening Date: March 19, 2018

Closing Date: Open until filled with first preference given to resumes received by April 2, 2018

Classification Level: CPS CL-25 (Promotional Potential to CL-26)

Full Salary Range: \$40,464 - \$65,799

Developmental Salary Range: \$40,464 - \$50,176

Salary dependent upon qualifications and experience, including court preferred skills.

The U.S. Bankruptcy Court for the District of Vermont is a federal court with jurisdiction over all bankruptcy cases and related matters in Vermont. The position is located in the clerk's office in Burlington, Vermont. The incumbent manages the progression of bankruptcy 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. The case administrator acts as a point-of-contact and furnishes information to a wide variety of people within and outside the Court. The position reports directly to the Chief Deputy for Operations.

Duties and Responsibilities:

- Monitor daily reports
- Quality control on documents filed electronically
- Process orders signed by the Judge
- Scan and docket incoming paper documents
- Process case conversions from one chapter to another
- Forward matters to Judge's chambers as necessary
- Issue Discharges and Final Decrees
- Respond to inquiries from a wide range of sources including attorneys, debtors and creditors, and the general public
- Collect appropriate court fees, issue receipts
- Travels to other court locations as necessary
- Perform other duties as assigned

Minimum Qualifications:

General Experience: The candidate must be a high school graduate (or equivalent) and possess two years of general experience. General experience is progressively responsible experience which provides evidence the applicant has: (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate effectively with others, orally and in writing; and (4) the capacity to employ the knowledge, skills, and abilities in the resolution of problems.

Specialized Experience: The candidate must have one year of 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 law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Desirable Qualifications / Court Preferred Skills:

Knowledge of legal terminology; excellent interpersonal and communication skills; ability to manage several priorities at one time; superior attention to detail; experience working in an electronic environment with various technologies to accomplish work tasks; experience with electronic case filing system; experience working in a state or federal court.

Experience and Educational Substitutions:

Education above the high school level in an accredited institution may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of experience. Note: Education may not be substituted for specialized experience because this position requires hands-on experience to be credited as specialized experience.

Benefits:

Judiciary employees are not classified under Civil Service, but are entitled to similar benefits. These include the Federal Employees Retirement System (FERS); Thrift Savings Plan; health, life, and disability insurance programs; flexible spending accounts; 10 paid holidays per year and a graduated leave plan; and periodic pay increases contingent upon funding and performance. Judiciary employees serve under “Excepted Appointment” and are considered “At-Will” employees.

Application Process:

Qualified applicants should submit a cover letter, resume, and completed [Application for Employment \(AO-78\)](#) to:

By email: HR@vtd.uscourts.gov
Subject: Case Administrator Position

The U.S. Bankruptcy Court is an Equal Opportunity Employer. The court reserves the right to withdraw the job announcement without prior notice. Only applicants selected for interviews will be contacted. Applicants must be a U.S. citizen or be eligible to work in the United States. Travel and/or relocation expenses are the responsibility of the applicant. The successful applicant will be subject to a background check and subsequent favorable suitability determination as a condition of employment. Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request. All appointments are subject to mandatory Direct Deposit.