

United States Bankruptcy Court, District of Oregon

Vacancy Announcement 2019-01



Portland, Oregon

www.orb.uscourts.gov

Position Details:

Job Classification Level: CL 24-25

Salary Range:

CL 24 \$38,919-\$63,254

CL 25 \$42,975-\$69,883

Pay is set based on qualifications and experience.

Positions Available: 03/18/2019

Posting Date: 01/31/2019

Closing Date: Submit your application by 02/17/2019 to ensure consideration. We will continue to review applications until the position is filled.

Application documents must be submitted to: hr@orb.uscourts.gov

Applicants must provide (all in one PDF attachment):

1. Cover Letter—Reference job vacancy number **#2019-01**
2. Chronological Résumé
3. Completed AO-78 available at: www.uscourts.gov/forms/AO078.pdf

See pages 2-3 for detailed application instructions

Case Administrator

The United States Bankruptcy Court for the District of Oregon is seeking qualified applicants for the full-time position of Case Administrator in the Portland office. The court has two openings for this position.

POSITION OVERVIEW:

The Case Administrator duties include, but are not limited to, the following:

- Assist the public at the counter and via telephone and email.
- Monitor case activity, deadlines, and status in an electronic case file environment from opening to final disposition.
- Maintain the official case record.
- Review documents for accuracy, completeness, and conformity with bankruptcy rules, and ensure all documents are filed.
- Handle court fees according to internal control procedures. Verify required fees are paid and take appropriate procedural action and/or issue receipts. Secure funds in cash register/balance cash drawer at the end of the day.
- Take appropriate action on filed documents and orders.
- Monitor the completion of required procedural steps.
- Prepare cases for closing and examine docket to ensure all necessary orders are entered, fees paid, and proceedings completed.
- Transmit notices to the Bankruptcy Noticing Center (BNC).
- Act as a liaison to attorneys using the electronic filing system.
- Process incoming and outgoing mail.
- Provide back-up coverage for team members and other departments as required.
- Work with chambers and supervisors to resolve case management issues.
- Provide guidance and feedback to attorneys, trustees, and creditors.

Qualifications

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.

Knowledge, Abilities, and Experience:

- 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.
- 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.
- Ability to telework from home or alternate work location.

Preferred Work Experience and Qualifications:

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

Pay Setting:

Pay is set based on qualifications and experience. If the successful candidate is placed at a CL-24, the person may be promoted to a CL-25 without further competition.

Application Instructions

An application will be considered complete when all the required documents are properly submitted as instructed below. You may check the status of the position on the court's website at www.orb.uscourts.gov. The vacancy announcement will be removed when the position has been filled.

Email the following list of required application documents to hr@orb.uscourts.gov and reference **Vacancy #2019-01** in the subject line.

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

Important: Do not attach multiple documents and make sure your document is a single PDF file in the following order.

1. Cover letter:

- Reference job vacancy number **#2019-01**
- 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 résumé which includes:

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

3. Application for Judicial Branch Federal Employment (Form AO 78) available at:

www.uscourts.gov/forms/AO078.pdf

- All sections of the application must be completed. Description of Work sections must list pertinent information. Do not type “see résumé”.
- After completing the form, please ensure the content you provided saved properly and the form is not blank when you submit with your application documents.
- In box 17, make sure you have listed any relevant work experience, skills, awards, and special accomplishments that demonstrate your ability to perform the job.

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: <http://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. Candidates for interviews may travel at their own expense or be interviewed via telephone and/or videoconference.

- This vacancy announcement is posted on the court’s internet web site at www.orb.uscourts.gov.
- 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.
- Résumé or enclosures will not be returned.

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: <http://www.uscourts.gov/Careers.aspx>

Health Insurance	Long-Term Care Insurance	Flexible Spending Accounts
Dental and Vision Insurance	Life Insurance	Commuter Benefit Program
Paid Leave	Retirement Program*	Thrift Savings Plan (retirement savings plan)
A minimum of ten paid holidays per year	Telework Program	Judiciary Online University (Online learning program)

**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/>*

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

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. In the event a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without posting the position. The U.S. Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct. This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative by sending an email to hr@orb.uscourts.gov. The decision on granting reasonable accommodations will be made on a case by case basis.