UNITED STATES BANKRUPTCY COURT
DISTRICT OF KANSAS

Position Titles:	**Case Administrator TO24-12**
No. of Positions:	**One**
Location:	**Topeka, Kansas**
Opening Date:	**August 14, 2024**
Closes:	**Open until filled; preference given to applications received by September 11, 2024**
Salary Range:	**CL 25/1 – CL 25/25 ($48,718 - $60,905) ***
	*Starting salary is commensurate with qualifications, experience, and based upon Court Personnel System (CPS) guidelines.

As an Equal Opportunity Employer, we welcome and value diversity in our workforce.

WHO WE ARE

In the Bankruptcy Court for the District of Kansas we preserve justice, "promote the general welfare," and "secure the blessings of liberty" by impartially deciding and administering matters under the Constitution and laws of the United States of America.

WHAT WE VALUE

We are public servants who respect the value of every person by treating each party, attorney, witness, debtor, defendant, offender, victim, and court employee with dignity and courtesy.

We study why we succeed so we preserve our strengths.

We improve processes, procedures, and ourselves through innovation and training.

We excel because of our consistent effort to perform every task well, whether large or small.

We communicate effectively to cultivate teamwork, inclusivity, and the free exchange of ideas.

We model ethics, integrity, and personal and institutional accountability.

We prepare ourselves to serve effectively by encouraging wellness and a healthy lifestyle.

WHAT WE NEED FROM YOU

Case Administrators manage the progression of bankruptcy cases and related adversary proceeding cases from intake/case opening to final disposition by maintaining the official case records, monitoring the completion of required procedural steps, and performing necessary administrative and clerical tasks in the courtroom as well as

in the Clerk's Office. The incumbent works with team members, judges and chambers staff, attorneys and the public.

The duties of this position are intended to provide generalized examples of major duties and responsibilities that are performed by a Case Administrator:

- Monitor case records for conformity with appropriate rules, practices and/or court requirements
- Review and ensure the accuracy, timeliness, and quality of data entered into the Case Management/Electronic Case Files (CM/ECF) database
- Prepare, analyze and ensure the accuracy of various case management reports
- Generate notices related to bankruptcy case events
- Collect appropriate fees
- Assist with courtroom proceedings
- Furnish appropriate case information to the public, members of the bar, and other parties involved in bankruptcy cases over the telephone, in writing, or at the front counter

You will make a difference when working for the US Bankruptcy Court for the District of Kansas. Bankruptcy Courts serve an essential function in the federal judiciary and society. Debtors obtain a fresh start, affording them new opportunities to rebuild their lives and contribute to society. Creditors find a more predictable and efficient process to determine which funds are available to them and collect those. As a Bankruptcy Court employee, you will be constantly learning as you serve Judges, attorneys and the public who are navigating this dynamic field of the law. For more information, *see* https://www.uscourts.gov/about-federal-courts/types-cases/bankruptcy-cases.

YOU MUST HAVE

A high school diploma and performed at least two years of 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 duties of the position. Some or all of the two years of required general experience may be substituted with education above the high school level.

Specialized Experience: One year of specialized experience is required. Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of procedures that demonstrate the ability to apply a body of rules, regulations, directives or laws. It involves the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Educational substitution is not available for specialized experience.

IT WOULD BE GREAT IF YOU HAVE

- Experience working in the bankruptcy or legal field
- Excellent computer skills and ability to work with a variety of programs and applications, including internet, word processing, and email
- Familiarity with the court's CM/ECF system
- Accuracy and attention to detail
- Excellent customer service skills and the ability to deal with a wide variety of people tactfully and courteously
- Strong organizational skills and the ability to handle multiple assignments with frequent interruptions
- Ability to communicate effectively both orally and in writing
- Strong interpersonal skills and the desire to work in a fast-paced, team environment
- Ability to maintain confidentiality and use sound judgment
- Professional demeanor and strong work ethic

What We Offer

1. 13 days paid vacation for each of the first three years
2. 20 days paid vacation after three years, 26 days after 15 years
3. 13 days paid sick leave
4. 11 paid holidays
5. Choice of healthcare coverage, including dental & vision coverage
6. Life insurance options
7. Participation in the Federal Employees Retirement System
8. Participation in the Thrift Savings Plan (tax deferred retirement savings plan)
9. Participation in the Flexible Benefits Program
10. Up to 12 weeks Paid Parental Leave for eligible employees
11. Free parking
12. Free onsite fitness center

Apply Now

To apply for this position, please submit the following items in a single PDF document by email to ksb_employment@ksb.uscourts.gov:

1) a cover letter,
2) a chronological resume, and
3) a Federal Judicial Branch Application for Employment*

- Complete applications should be submitted by email to: ksb_employment@ksb.uscourts.gov
- The Application for Employment form is available on the Court's website under the Forms/Employment tabs. Please note that there are separate forms for PC and Mac users.
- PLEASE NOTE: The subject line of the e-mail must include both the position title (Case Administrator) and the position number (TO24-12).

* Current District of Kansas employees do not need to submit the AO 78 application form.
* You SHOULD NOT respond to questions 19, 20, and 21 of the AO 78 application form, in accordance with the Fair Chance to Compete with Jobs Act of 2019.

Information for Applicants

The position is in the excepted service and does not carry the tenure rights of the competitive civil service. The U.S. Bankruptcy Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. One or more positions may be filled from this vacancy announcement. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a favorable background check, which may be subject to periodic updates. The U.S. Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct. Due to the volume of applications received, the court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or eligible to work for the United States Government.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER