

Case Administrator

U.S. Bankruptcy Court, District of Utah

VACANCY ANNOUNCEMENT

UTBC 2026-06

SALARY
CL-25 · \$49,361 – \$61,722

LOCATION
Salt Lake City, UT

PRIORITY REVIEW
Apply by August 18, 2026

POSITION OVERVIEW

The Case Administrator manages the progression of cases and related adversary proceedings from opening to final disposition by processing incoming documents, maintaining official case files, dockets and other records, and performing noticing, administrative and clerical tasks. Representative duties include the following: opens cases and reviews initial documents; assists attorneys and the public at the front counter; collects appropriate fees; makes summary entries on the docket of all documents and pleadings; manages cases to ensure timely progression; processes case conversions from one chapter to another; prepares and maintains the claims register; prepares and processes notices for mailing; prepares form judgments and orders for signature; prepares cases for closing; performs quality control on electronically-filed pleadings filed by bankruptcy practitioners and pro se litigants

PREFERRED QUALIFICATIONS

- A high school degree (or equivalent), and a minimum of one year specialized experience.
- Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Must be willing to fully participate in a team environment.
- Preference will be given to applicants with prior or current federal court experience, a bachelor's degree in business or a related field, or work experience in a law office, or financial institution. Exceptional customer service skills, and the ability to demonstrate computer literacy and creativity with automated systems is also preferred.

CONDITIONS OF EMPLOYMENT

All application information is subject to verification. Appointment is provisional, contingent upon a fingerprint check, a criminal background check, and successful completion of an Office of Personnel Management background investigation with a favorable suitability determination.

Employees of the judiciary are "at-will" and serve a six-month probationary period. Judiciary employees must adhere to the Code of Conduct for Judicial Employees. Applicants must be U.S. citizens or be eligible to work in the United States. Veterans' preference is not a factor in Judicial Branch appointments.

Applicants selected for interviews must travel at their own expense; relocation expenses will not be paid. This position is subject to mandatory electronic direct deposit of net pay. The Court provides reasonable accommodation to applicants with disabilities, and reserves the right to modify or withdraw this announcement, to fill the position before the closing date, or to leave it unfilled, without prior written notice. The United States Bankruptcy Court, District of Utah is an Equal Opportunity Employer.



HOW TO APPLY

Email a cover letter, résumé, and completed Application for Judicial Branch Federal Employment (Form AO-78) to:

bankruptcy_jobs@utb.uscourts.gov

Subject line: Case Administrator – UTBC 2026-06

Form AO-78 is available at www.utb.uscourts.gov. Incomplete applications will not be considered. More than one position may be hired from this announcement.

IMPORTANT DATES

Open until filled.

Priority review for applications received by August 18, 2026.

SALARY

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Classified under the Court Personnel System (CPS). Appointment may be made at CL-25. Starting salary is commensurate with experience and qualifications.

LOCATION

Salt Lake City, Utah.

BENEFITS

- Paid vacation, holidays, and sick leave
- Federal Employees Retirement System (FERS)
- Thrift Savings Plan (TSP) with matching
- Choice of health plans & life insurance
- Flexible spending & long-term care options

Learn more about careers and benefits in the federal Judiciary at www.uscourts.gov/careers.

CONTACT

Attn: Jon Willardson, Human Resources Manager

301 Frank E. Moss Courthouse

350 So. Main St., Salt Lake City, UT 84101

Email: bankruptcy_jobs@utb.uscourts.gov