



**United States Bankruptcy Court
District of Utah**

Position Announcement

UTBC 2024-04

Position: Case Administrator

Location: Salt Lake City, Utah

Starting Salary Range: CL 25 \$47,966 - \$59,966 Starting salary commensurate with experience, education and qualifications.

Closing Date: Open until filled, Applications submitted by September 30, 2024, are encouraged.

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.

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 to this position is provisional, contingent upon a fingerprint and criminal background check. Employees of the judiciary are "at-will" employees. Judiciary employees are required to adhere to the judicial Code of Conduct. Applicants must be citizens of the United States of America or be eligible to work in the United States.

BENEFITS:

The United States Bankruptcy Court is part of the judicial branch of the United States government. Court employees are not included in the government's Civil Service classification. They are, however, entitled to the following benefits: paid vacation, paid holidays, sick leave, choice of health plans, federal employees retirement system, life insurance, flexible spending accounts (health and dependent care), long term care options, and the thrift savings plan (the federal government's 401K plan). This position is subject to mandatory direct deposit for payment of net pay.

APPLICATION PROCEDURE:

Qualified persons should submit an 1) Application for Judicial Branch Federal Employment (AO-78), 2) a resume, and 3) cover letter to the address below, or email to **Bankruptcy_Jobs@utb.uscourts.gov**. Application form AO-78 is available via the court's website www.utb.uscourts.gov

United States Bankruptcy Court
Attn: Human Resources Manager
301 Frank E. Moss Courthouse
350 So. Main St.
Salt Lake City, Utah 84101

More than one position may be hired from this announcement.

Incomplete applications will not be considered.

Only qualified applicants will be considered for this position, and only those candidates selected for an interview will be contacted.

ABOUT THE COURT: The United States Bankruptcy Court, District of Utah, is comprised of three full-time bankruptcy judges and one part-time recall judge that serves the entire state of Utah. The clerk's office, located in Salt Lake City, provides clerical and administrative support for the court, which conducts hearings in Salt Lake City, and St. George.

EQUAL OPPORTUNITY EMPLOYER