



**United States Bankruptcy Court
District of Arizona
230 North First Avenue, Suite 101
Phoenix, Arizona 85003-1706
(602) 682-4000**

Vacancy Announcement - #17-09 PHX

Position: Case Administrator (2 positions available)
Location: Phoenix, Arizona
Position Type: Regular, Full-Time
Salary Range: CL 25 \$41,010 - \$66,692*
*Depending Upon Qualifications and Experience
Opening Date: September 27, 2017
Closing Date: October 11, 2017

Introduction:

The U.S. Bankruptcy Court for the District of Arizona is currently recruiting for two (2) Case Administrator positions in Phoenix, Arizona. One position is assigned to the clerk's office, and the other position is assigned to the self-help center.

Representative Duties for the Clerk's Office:

The Case Administrator manages a set of case digits, which will include: maintaining and processing case information and managing the progression of cases from opening to final disposition, in accordance with court procedures and rules. Provides excellent customer service at the intake area, and assists the public with procedural information and the collection of case filing fees. This position works as part of the case administration team and reports to the Operations Supervisor.

Representative Duties for the Self Help Center:

The Case Administrator will manage a reduced set of case digits while assisting pro se debtors and volunteer attorneys on the phone or in person with procedural information within the self-help center. Assists with a variety of special projects and court programs, schedules volunteer attorney appointments, and develops and maintains pamphlets and statistical reports for the self-help center. This position works under the guidance of the clerk's office, and reports to the Attorney Advisor.

Qualifications:

The incumbent must be a high school graduate or equivalent with two years of general experience and at least one year of specialized experience equivalent to work at the CL 24. General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Specialized experience is 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.

Preferred Qualifications:

- Previous bankruptcy experience is preferred
- A bachelor's degree is preferred
- Excellent customer service and people skills
- Excellent writing and proofreading skills
- Bilingual in Spanish is a plus but not required
- Basic computer and good organization skills
- Prior legal experience and familiarity with legal terminology is preferred

Benefits:

Federal employees are entitled to standard federal benefits such as paid vacation and sick leave, medical insurance, life insurance, retirement, dental, vision and retirement benefits. Employees are also eligible for disability insurance, long-term care insurance, and a tax-deferred savings plan.

Applicant Information:

Applications will be screened for qualifications and the best-qualified applicants will be invited for a personal interview. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.

Applicant must be a United States citizen or eligible to work in the United States. The United States Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS), mandates that all federal government agencies in the continental U.S. comply with the Immigration Reform and Control Act of 1986 (IRCA) which states that federal government agencies must hire only U.S. citizens and aliens who are authorized to work in the United States.

Employees of the United States Bankruptcy Court are "at-will" employees and are not covered by the Office of Personnel Management's civil service classifications or regulations.

This position is required to complete a background check and investigation. Appointment is provisional and retention is contingent upon a favorable suitability determination of the background check and investigation.

This position is subject to mandatory electronic fund transfer (direct deposit) participation for net pay. The court reserves the right to modify, withdraw or fill the position which may happen without prior notice.

*All promotions are based on successful performance and subject to approval by the Administrative Office of the U.S. Courts.

How to Apply:

Qualified applicants are invited to submit a cover letter detailing your relevant experience along with a resume via email to: HR1709@azb.uscourts.gov

The United States Bankruptcy Court is an Equal Opportunity Employer.