**United States Bankruptcy Court**

**District of Arizona**

**230 North First Avenue, Suite 101**

**Phoenix, Arizona 85003-1706**

**(602) 682-4000**

**Vacancy Announcement** **#24-03**

Position: Case Administrator/Courtroom Services

Location: Phoenix, Arizona

Position Type: Regular, Full-Time

*More than one position may be filled*

Salary Range\*: CL 24 $ 45,346 - $ 73,753

CL 25 $ 50,101 - $ 81,436

\*Depending Upon Qualifications and Experience

Opening Date: August 7, 2024

Closing Date: Open Until Filled

Preference given to applications received by August 23, 2024

**INTRODUCTION**

The United States Bankruptcy Court for the District of Arizona is seeking a team player who is self-motivated, and detail oriented with excellent interpersonal communications skills, strong desktop skills, exceptional problem-solving skills, and a strong work ethic to join the Bankruptcy Court Clerk’s Office in Phoenix, Arizona as a Case Administrator/Courtroom Services.

This position primarily supports operations and assists with courtroom services as directed. This position works as a part of the operations team and must handle all aspects of court support. Duties include docketing, case management of bankruptcy cases, preparing reports, courtroom services (electronic court recording and relief courtroom deputy). There are three Clerk’s Offices within the District of Arizona: Phoenix, Tucson, and Yuma.

**REPRESENTATIVE DUTIES INCLUDE**

The representative duties are intended to provide generalized examples of major duties and responsibilities that are performed by this position and do not reflect all duties assigned.

* Manage bankruptcy cases in the court’s Case Management/Electronic Case Filing (CM/ECF) system. Docket filings, orders, and judgments. Maintain official case records. Review data entered and make corrections as needed to comply with national and local procedures.
* Provide court services support, including operating recording equipment, setting hearings and notifying parties, administering oaths, preparing standard forms and orders for the judge’s consideration, reviewing filing summaries to support chambers’ workflow preferences, and ensuring required statistical data is accurately entered in CM/ECF.
* Maintains and processes case information and manages the progression of cases to final disposition in accordance with approved internal controls, procedures, and rules.
* Reviews documents to determine conformity with federal and local rules, ensures all orders and entries are appropriately and accurately docketed, and makes summary entries on the docket of all documents and proceedings.
* Provides procedural information and customer service, cashier duties, noticing, data quality control, and mail processing.
* Performs various tasks related to the maintenance of court records such as scanning, filing, and data entry.

**QUALIFICATIONS**

To qualify for the position of Case Administrator/Relief Courtroom Services, an applicant must have a minimum of one (1) year of specialized experience equivalent to work at a CL-23 level. 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 legal terminology and automated software and equipment for word processing, data entry or report generation.

**PREFERRED QUALIFICATIONS**

* Bachelor’s degree from an accredited four-year college or university or legal education or paralegal certification.
* Legal/paralegal experience and experience with a federal court electronic filing.
* Prior training or experience with electronic court recording, court calendars and dockets or courtroom deputy duties.

**CITIZENSHIP**

Applicants must be citizens of the United States or eligible to work in the United States. To review citizenship requirements for employment in the Judiciary, please visit <http://www.uscourts.gov>.

**EMPLOYEE BENEFITS**

* Time off: 11 paid holidays, 13 vacations days, and 13 sick leave days annually. After three (3) years (including any prior federal work experience), vacation days accrue at a higher rate.
* Choice of a variety of employer-subsidized federal health, dental, vision, and life insurance plans.
* Flexible spending account to pay out-of-pocket health and dependent care expenses with tax-free dollars.
* Flexible work schedules with the ability to participate in telework opportunities may be available, eligibility for Public Service Loan Forgiveness Program, public transit subsidy, and reasonable work hours.

**APPLICATION PROCESS**

To apply for this position, qualified candidates must submit the following **in one pdf document in the following order**:

* an introductory cover letter detailing relevant experience.
* a current detailed resume (including training that you have completed and obtained certifications)
* AO-78, Federal Judicial Branch Application for Employment

(download from <https://www.azb.uscourts.gov/> or <http://www.uscourts.gov>)

* please email the pdf document to azbrecruitment@azb.uscourts.gov

**Incomplete applications may not be considered. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.**

**Conditions of Employment**

Must be a U.S. citizen or permanent resident in the process of applying for citizenship. Successful applicants are provisionally hired pending results of background investigation and fingerprinting. Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. Employees are required to adhere to the Code of Conduct for Judicial Employees. Direct deposit of pay is required. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement for any reason. Said modifications may occur without prior written or other notice.

**Diversity and Equity Focused Employer**

We value diversity and are committed to equity and inclusion in our workplace. The Court encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran’s status, disability, religion, and socio-economic circumstance.

Due to the volume of applications received, only applicants who are tested and/or interviewed will receive a written response regarding their application status.

**The United States Bankruptcy Court District of Arizona**

**is an Equal Opportunity Employer**