



**POSITION TITLE:** Case Administrator

**LOCATION:** Charlotte, North Carolina

**CLOSING DATE:** January 26, 2024

**STARTING SALARY RANGE:** CL 24 - 26 (\$44,321 - \$67,415; depending upon qualifications and prior experience)

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**Full Description:**

The United States Bankruptcy Court for the Western District of North Carolina has an immediate opening for a Case Administrator. This position maintains the official court records and interacts with the public directly and by telephone. The incumbent will engage in a variety of case administration, financial, and customer service functions including the following:

- Receive and check incoming documents for conformity with federal and local rules.
- Receive and maintain daily incoming fees and receipts.
- Maintain the official case events summary on the docket from opening to final disposition for all bankruptcy filings and related adversary proceedings.
- Examine/type docket entries reflecting the date and nature of each document filed.
- Scan and docket case related documents.
- Check a variety of reports (Deadline Report, Flag Report, Closing Report, Discharge Report).
- Transmit calendaring information to appropriate personnel.
- Open, stamp, and docket mail appropriately.
- Balance daily incoming monies and periodically make daily deposit.
- Review closed case files for disposal.
- Provide non-legal and procedural information to the public.
- General office support (e.g., answering telephone) and other duties as assigned.
- Other duties as assigned.

**Qualifications:**

High School diploma is required or equivalent required. A bachelor's degree from an accredited four-year college or university is preferred. Education above high school level may be substituted for general experience.

Candidates should have a minimum of two years responsible specialized experience. Legal experience preferred, but not required.

Must have excellent interpersonal skills and be able to communicate effectively with staff to determine needs and maintain complete and accurate records and files. The ability to communicate effectively both verbally and in writing is critical.

Desired Skills:

Candidate must have strong computer experience. This is a fast-paced position which requires the candidate to be versatile and present a professional demeanor and appearance at all times, possess strong organizational, analytical, and oral/written communication skills. The ability to respond to requests on short notice and the ability to manage multiple tasks and stringent deadlines are essential.

Benefits:

A generous benefits package is available and includes the following:

- A minimum of 11 paid holidays per year
- Paid annual and sick leave
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in Federal Employees' Health Benefits
- Optional participation in Supplemental Dental and Visions insurance
- Optional participation in Federal Employees' Group Life Insurance
- Optional participation in Flexible Benefits Program
- Optional participation in Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service

How to Apply:

Applicants who meet the qualifications must submit in **one PDF attachment**:

- Cover letter
- Resume
- AO-78 Application for Judicial Employment, which can be found [here](#).

**INCOMPLETE APPLICATION PACKAGES WILL NOT BE CONSIDERED.**

Complete application package should be submitted as **one PDF attachment** via email to [employment@ncwb.uscourts.gov](mailto:employment@ncwb.uscourts.gov) by close of business on **Friday, January 26, 2024**.

Please do not call, fax or mail hard copies of resumes to the Court.

**INFORMATION FOR APPLICANTS:**

Applicants must be U.S. citizens or eligible to work in the United States.

The candidate selected for this position is subject to a full fingerprint and background records check, a six-month probationary period, and mandatory electronic direct deposit of salary payment.

Employees are required to adhere to the Code of Conduct for Judicial Employees.

Employees of the Bankruptcy Court are EXCEPTED SERVICE APPOINTMENTS. Excepted service appointments are “at will” and can be terminated with or without cause by the court.

The Bankruptcy Court is an Equal Opportunity Employer.

Due to the volume of applications received, the Court will only communicate with those individuals invited for an interview.