

**United States Bankruptcy Court
Northern District of Illinois, Eastern Division
Vacancy Announcement**



Position: Case Administrator III
Location: Chicago, Illinois
Salary: CL 26 (\$47,323 - \$76,902)
(Commensurate with Qualifications)

Posting Date: August 10, 2016

Closing Date: August 24, 2016

Posting Number: 16-10

Join the United States Bankruptcy Court's team of energetic, career minded professionals! The United States Bankruptcy Court for the Northern District of Illinois is accepting applications for a full-time Case Administrator III. The Office of the Clerk offers an opportunity for self-motivated individuals with excellent interpersonal, automation and analytical skills with a strong work ethic to launch or continue a career in public service. Our fast paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement.

Position Overview: This position is located in the Operations Department of the Clerk's Office for the United States Bankruptcy Court, Northern District of Illinois. The incumbent maintains expertise in the areas of case administration and responds to the more complex questions relating to case administration policies and procedures. The incumbent is responsible for reviewing and evaluating docket entries, to ensure the accuracy of the case management database, and the overall integrity of the electronic case files. The incumbent provides on-the-job training in processes and procedures for the case administrators, assist the team leader with overseeing and reviewing the work of case administrators, and develops performance improvement solutions for job specific functions. The incumbent reports to the Assistant Operations Manager.

About the Court: The United States Bankruptcy Court for the Northern District of Illinois is located in Chicago, Illinois, with a divisional office in Rockford, Illinois. The Court has ten judges in Chicago and one judge in Rockford. The Court is one of the busiest bankruptcy courts in the United States with over 47,000 cases filed in 2015.

Minimum Qualifications: Candidate must have a high school diploma or equivalent. Candidates must have one (1) year of *specialized experience equivalent to work at CL-25.

The successful candidate must: possess strong knowledge and understanding of bankruptcy procedures, rules and terminology; excellent understanding and knowledge of electronic case filing, especially the CM/ECF (Case Management/Electronic Case Filing) system; ability to guide and mentor case administrators on bankruptcy rules, procedures and processes effectively; ability to recognize training needs and recommend appropriate remedies; exhibit strong computer skills in various software programs and systems; exhibit strong verbal and written communication skills; demonstrate the ability to work independently and collaboratively.

*Specialized experience is defined as progressive 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. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Preferred Qualifications: A bachelor's degree from an accredited college or university. Three (3) or more years of experience as a case administrator. Experience in mentoring, teaching or conducting training in the office setting is preferred.

Employee Benefits: The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are considered AT-WILL and can be terminated with or without cause by the court. While court employees are not covered by federal civil service classifications or regulations, they are, however, entitled to the same benefits as other federal employees. These benefits include: 13 days paid vacation for the first three (3) years of employment, 20 days after three (3) years, 26 days after 15 years; 13 days paid sick leave per year; 10 paid holidays per year; choice of medical, dental and vision coverage from a wide variety of plans; life insurance options; Federal Employees Retirement System; immediate participation in the Thrift Savings Plan (401K plan); optional participation in the Judiciary's Long Term Care Insurance Program; optional participation in the Judiciary's Flexible Spending Program; Commuter Benefit Program (dependent on fiscal year funding); Continuing Education Assistance Program (dependent on fiscal year funding).

Notice to Applicants: The final candidate will be required to satisfactorily complete a criminal background investigation. The Court requires employees to adhere to the Code of Conduct for Judicial Employees which is available at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>. Direct deposit is required for employee salary compensation. Applicants must be United States citizens or eligible to work in the United States. The Court is a smoke free environment.

How to Apply: In order to be considered for this position, go to <https://tdi.ilnb.uscourts.gov/wwwroot/Employment/appform.cfm?ref=ba21c8dc&pos=16-10>

and complete all questions and attach your cover letter and resume **in PDF format**.

Applications for Judicial Branch Federal Employment (AO78) may be obtained from the Court's website at:

https://tdi.ilnb.uscourts.gov/wwwroot/Employment/application_for_employment.pdf

Note to ILNB applicants only: Please complete all questions and attach your cover letter and resume **in PDF format**.

Incomplete application materials will not be accepted. No facsimiles will be accepted.

Only applicants who are selected for interviews will be contacted by the Court. Applicants selected for interviews must travel at their own expense or be interviewed via telephone and/or video conference.

The United States Bankruptcy Court reserves the right to amend the conditions of this job vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.

The United States Bankruptcy Court is an Equal Opportunity Employer.