



UNITED STATES BANKRUPTCY COURT  
FOR THE CENTRAL DISTRICT OF ILLINOIS  
OFFICE OF THE CLERK

ANNOUNCEMENT NUMBER 2020-02

Position: Case Administrator  
Split Duty Station: Springfield/Peoria, Illinois  
Classification Level: CL 24  
Starting Salary Range: \$37,245 - \$43,463

*(Starting salary will depend upon the education, background, and prior work experience of the applicant)*

Posting Dates: December 10, 2019 - January 2, 2020

---

**Position Overview:**

The Case Administrator manages the progression of bankruptcy cases and related adversary proceedings from opening to final disposition by maintaining the official case records, monitoring the completion of the required procedural steps, verifying the accuracy of documents filed using the CM/ECF (Case Management/Electronic Case Filing) docketing system and performing docketing, file review, noticing, administrative and clerical tasks. The incumbent reports directly to the Operations Manager. There is occasional travel to other locations in the Central District of Illinois.

**Representative Duties:**

Informs customers of required fees, receives payments, and issue receipts. Secures funds in cash register and reconciles cash drawer at the end of the day. Opens cases upon receipt of initiating documents. Receives and reviews incoming documents, both electronic and on paper to determine conformity with appropriate federal rules, practices and procedures. Monitors Daily Activity Report and Deadlines/Hearings Report. Acts as a liaison to attorneys using Electronic Case Filing (ECF). Assists pro se filers with bankruptcy questions and documents. Staffs the main bankruptcy phone lines and answers public inquiries on case status, availability and location of bankruptcy records. Prepares and processes notices for mailing or electronic notice. Continuously tracks cases, including relationships of case events and their status. Reviews and enters orders, including discharge of debtor, and processes for mailing or electronic notice.

Prepares cases for closing and examines files to ensure that all necessary orders are entered and proceedings completed.

Provides excellent customer service when responding to inquiries on case status, without providing legal advice. Provides information and ECF instruction to outside customers. Tests new procedures and processes to provide necessary feedback.

To qualify for this position a person must also demonstrate that she/he possesses:

- High level reading comprehension.
- Exceptional organizational skills, particularly priority and time management capabilities.
- The ability to employ critical thinking skills and exercise initiative in handling problems encountered while performing assigned duties.
- The ability to avoid errors while handling large numbers of items during customer service distractions and interruptions.
- The ability to work both independently and as part of a team.
- Unquestioned integrity and a positive, "can do" attitude.

**Qualifications:**

The applicant must possess a high school diploma or equivalent, a minimum of 2 years of general experience, and a minimum of 1 year of specialized experience. Specialized experience is progressively responsible clerical 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. Such experience is commonly encountered in law firms, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

**Benefits:**

Judicial Branch employees are considered "at will" employees and are not subject to the employment regulations of competitive service. However, Judiciary employees are entitled to benefits similar to those of other government employees including: paid annual and sick leave, ten paid holidays per year, health insurance, life insurance, dental and vision insurance, Flexible Benefits Program, Long Term Disability Insurance, Thrift Savings Plan, participation in the Federal Employees' Retirement System, flexible work schedule, and a professional work environment.

**Condition of Employment:**

Applicants must be U.S. citizens or eligible to work in the United States. A background investigation including fingerprint and criminal record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the

investigation. Retention depends on a favorable suitability determination. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

**How to Apply:**

Qualified candidates should submit all of the following documents in one PDF file to [careers@ilcb.uscourts.gov](mailto:careers@ilcb.uscourts.gov) with subject line **2020-02 Case Administrator (your name)**:

1. Letter of interest;
2. Resume;
3. Fully completed AO-78 (Judicial Branch Federal Employment application) which is available from the court's website at [www.ilcb.uscourts.gov](http://www.ilcb.uscourts.gov) under *Court Info* → *Employment Opportunities*;
4. Three professional references with contact information.

Please submit all required documents to be considered for this opportunity. An incomplete application package may disqualify an applicant from further consideration. If selected for an interview, participation in the interview process in Springfield, Illinois, will be at the applicant's own expense. Management may close this announcement at any time. It is therefore recommended that applications be submitted as soon as possible. Due to the expected high volume of applicants for this position, the court will only communicate with those qualified applicants who are selected to interview.

***THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER***