



# United States Bankruptcy Court Southern District of Florida



Clerk, Joseph Falzone

Chief Deputy, Cameron A. Cradic

**Position:** Case Administrator

**Vacancy Announcement No:** 2024-02

**Position Type:** Full-Time Permanent

**Salary Range:** (\$46,238-\$75,203) CPS CL 24\*\*

*\*\*Starting salary commensurate with qualifications, experience, and salary history under the U.S. Courts Guidelines. Promotional opportunity to CL 25 (\$51,087-\$83,038) without further competition with specialized experience and additional responsibilities.*

**Open Date:** Thursday, February 8, 2024\*

*\*First Consideration is given to applications received by February 20<sup>th</sup>, 2024. Positions are open until filled.*

**Closing Date:** Friday, March 8, 2024

**Duty Station:** Miami (1), Fort Lauderdale (1), West Palm Beach (1)

## MIAMI

301 N Miami Avenue MIA, FL 33128

## FORT LAUDERDALE

299 East Broward Boulevard FTL, FL 33301

## WEST PALM BEACH

1515 North Flagler Drive WPB, FL 33401

### **POSITION OVERVIEW:**

The Case Administrator manages the progression of bankruptcy cases in a Case Management/Electronic Case Filing (CM/ECF) environment by maintaining the official electronic case records, monitoring the completion of the required procedural steps, and performing the necessary noticing, administrative, and clerical tasks. The promotional opportunity requires serving as a relief courtroom deputy responsible for scheduling and attending hearings, recording court appearances and rulings, operating court equipment, and acting as the liaison between the Clerk's Office, the Bar, and the Judge.

### **Duties include, but are not limited to, the following:**

- Provide customer service to all internal and external stakeholders.
- Create, maintain, and manage the official case record.
- Review, research, and ensure the accuracy, timeliness, and quality of data entered into the Case Management/Electronic Case Filing (CM/ECF) database and prepare, analyze, and ensure the accuracy of various case management reports.
- Review documents for completeness and conformity with filing and rule requirements. Take appropriate action to ensure case progression.
- Process payments according to internal procedures, such as issue receipts, process mail, and complete related case management actions.
- Enter and/or quality control documents and entries from case opening to closure, and all activity throughout case progression.
- Prepare and update claims registers and docket e-orders.
- Work with Chambers, Team Leaders, and Managers to resolve case management issues.
- *The promotional opportunity includes relief courtroom deputy duties, such as: Schedule and attend hearings, trials, and settlement conferences; operate courtroom audio/video recording equipment; record court appearances and rulings; monitor the filing of pertinent documents and responses; keep the judge informed of case progress; manage exhibits; assist with witnesses, and maintain courtroom decorum.*

### **QUALIFICATION REQUIREMENTS:**

A high school diploma or equivalent is required. To qualify for the CL 24, you must possess at least three (3) years of general clerical experience or administrative experience related to processing legal documents and one (1) year of specialized experience in a progressively responsible clerical or administrative position that provided knowledge of legal procedures and/or legal pleadings such as found in law, insurance, or banking, and one (1) year of specialized experience. For placement above the minimum, at least two years of specialized experience is required. For CL 25, at least two (2) years of specialized experience in a progressively responsible administrative, case management, and/or database role, preferably in the legal field. Dependability, with a commitment to regular attendance and punctuality, is required.

**COURT PREFERRED:**

- An associate degree or higher from an accredited college or university
- Previous court case management experience
- Knowledge of bankruptcy rules and procedures
- Knowledge of CM/ECF
- Adaptable, accountable, possess good judgment, initiative, high ethical standards, and a positive work attitude
- Strong organizational, analytical, and customer service skills, and attention to detail
- Multitask and consistently meet deadlines and goals
- Proficiency with computers, including the ability to learn the court's software programs, change between various open software programs, and work with electronic files and folders
- Proficiency of Microsoft Office applications and the ability to grasp changing technology
- Professional appearance and demeanor
- Maintain confidentiality of court records

---

**EMPLOYEE BENEFITS**

- ✓ Eleven paid holidays per year
- ✓ Paid annual and sick leave
- ✓ Subsidized medical coverage with pre-tax employee premiums
- ✓ Dental, vision, group life insurance and long-term care options
- ✓ Flexible Benefits Program (pre-tax flexible spending for health care, dependent care, and commuter/parking costs)
- ✓ Participation in the Thrift Savings Plan (similar to 401K plan, with employer matching up to 5%)
- ✓ Federal Employees Retirement System
- ✓ Telework is available after the initial training period per local policy.
- ✓ Nationwide leave-sharing program.

**ADDITIONAL INFORMATION:** Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen immediately following meeting the eligibility. Participation in the interview process will be at the applicant's own expense, and relocation expenses will not be provided. Employees of the United States Courts serve under excepted appointments and are considered at-will employees. As such, employment may be terminated by either the employer or the employee with or without cause. All court employees are at will; therefore, the selected candidate may be removed from this position if, after reasonable on-the-job training, the selected candidate fails to perform satisfactorily.

As a condition of employment, the selected candidate will be subject to an FBI background check and satisfactory adjudication by the employing office to be eligible for employment. Candidates will not be asked about their criminal history before receiving a tentative offer of employment. **Candidates completing the AO-78 are not required to complete questions 18-20 regarding criminal history.** All information provided by applicants is subject to verification and background investigation. **The Court will check references and current employers.** Applicants are advised that false statements or omission of information on any application material may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after employment. Employees are subject to [The Code of Conduct for Judicial Employees](#). All employees are subject to mandatory electronic direct deposit of salary payment. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, which may occur without prior written or other notice. If a position becomes vacant in a similar classification within a reasonable time of the original announcement, the court may select an additional candidate from the applicants who responded to the original announcement without re-posting the position.

**APPLICATION PROCEDURE:**

Qualified applicants must submit a **single PDF document** to [USBCHR@flsb.uscourts.gov](mailto:USBCHR@flsb.uscourts.gov). Please note that applications not submitted as a single PDF or incomplete will not be considered. The subject should read "**Case Administrator #2024-02.**"

- Cover Letter (please indicate the preferred location)
- Resume
- Federal Judicial Branch Application for Employment (AO78). **An incomplete AO78 application package may not be accepted.** To access the Federal Judicial Branch Application for Employment (AO78), please visit the court website at [Application for Judicial Branch Federal Employment | United States Courts \(uscourts.gov\)](#)

Only the best-qualified candidates will be invited for an interview. Due to the number of applications expected, receipt of an application will not be acknowledged.