

UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF FLORIDA

Clerk of Court, Joseph Falzone
Chief Deputy Clerk, Cameron A. Cradic



Position: **Case Administrator**
Vacancy Announcement No: **2026-01**
Classification: **CPS CL24/CL25 (\$47,606-\$85,482)** Starting salary commensurate with qualifications and experience. This is a career ladder position with a promotional opportunity to the CL25 level, subject to further competition at the court's discretion.
Open Date: **January 12, 2026 (revised)**
Closing Date: **Open Until Filled (first review January 23, 2026)**
Duty Station: **Miami (2 positions) - 301 N Miami Avenue, MIA, FL 33128**
West Palm Beach (2 positions) - 1515 North Flagler Drive, WPB, FL 33401

***Are you seeking a fulfilling career in a professional and supportive environment?
Our court seeks motivated individuals who enjoy collaboration, problem-solving, and public service.***

POSITION OVERVIEW:

Case Administrators manage the progression of Bankruptcy Court cases from initiation to closure. The official court records are maintained in electronic format, and the case management program is known as "Case Management/Electronic Case Filing" ("CM/ECF"). Court staff are responsible for quality control and entering documents filed by all case participants, monitoring filing compliance, tracking deadlines, and performing other tasks that require accuracy. This position has both independent and team-based duties. A promotional opportunity exists that requires serving as a relief courtroom deputy, which is scheduling and attending court hearings, recording court appearances and judicial rulings, operating courtroom equipment, and acting as a liaison between the Clerk's Office, Judge, attorneys, and the general public.

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.
- Prepare, analyze, and ensure the accuracy of various case management reports.
- Review documents for completeness and conformity with local and federal requirements. Take appropriate action to ensure accurate case progression.
- Process fees in compliance with internal controls, such as issuing payment receipts and handling both electronic and conventionally filed documents.
- Enter and/or quality control documents from case opening to closure, and all activity throughout case progression.
- Prepare and update electronic claims registers and enter judicial rulings.
- Work with Chambers, Team Leaders, and Managers to resolve case management issues.
- Perform Relief Courtroom Deputy duties: 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:

To qualify for the CL24 pay grade, a high school diploma or equivalent is required. Possess at least two (2) years of general clerical or administrative experience in processing legal or contractual documents. Also, one (1) year of specialized experience in a progressively responsible clerical or administrative position that provided knowledge of policies and procedures commonly found in a legal, banking, or insurance field. To qualify for the CL25 pay grade, have at least two (2) years of specialized experience in a progressively responsible administrative, case management, and/or database role, preferably in a legal, banking, or insurance field.

Education substitutions: A two-year Associate degree may substitute for the two years of general clerical or administrative experience. A Bachelor's degree may substitute for the two years of general or administrative experience *and* for one year of specialized experience. Recent graduates with limited work experience are encouraged to apply.

Dependability and good communication are required, along with a commitment to regular attendance and punctuality.

DESIRED SKILLS:

- Previous case management or court experience is helpful but not required, as is knowledge of bankruptcy rules and procedures.
- Be accountable, exercise good judgment, have high ethical standards, and maintain a positive attitude.
- Be organized and analytical, be constructive with communications, possess attention to detail, and enjoy learning.
- Be able to multitask, meet deadlines and goals, and be a reliable team player.
- Be proficient with Microsoft Office applications and computer applications. Staff must be proficient with all court software programs.

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 a 401K plan, with employer matching up to 5%)
- ✓ Federal Employees Retirement System (government pension)
- ✓ Telework is available after the initial training period pursuant to local policy
- ✓ Nationwide leave-sharing program

APPLICATION PROCEDURE:

Applicants must submit a single PDF document to USBCHR@flsb.uscourts.gov. Please note that applications not submitted as a single PDF or those that are incomplete will not be considered. The email subject line should identify the position being applied for as "**Case Administrator #2026-01**." Include the following:

- *Cover Letter [indicate your preferred location(s)]*
- *Resume*
- *Federal Judicial Branch Application for Employment (AO78). 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 \(uscourts.gov\)](https://www.uscourts.gov/jobs/judicial-employment). An incomplete AO78 application package may not be accepted.*

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.

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 the meeting of the eligibility requirements. 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 until they receive 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 current employer references. 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 required to have their salaries paid via electronic direct deposit. 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.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER.