



## UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF LOUISIANA

### Case Administrator Vacancy Announcement

**ANNOUNCEMENT NUMBER:** USBC- EDLA #24-03  
**ANNOUNCEMENT DATE:** May 20, 2024  
**DUTY STATION:** New Orleans, Louisiana  
**POSITION TYPE:** FULL-TIME  
**CLOSING DATE:** Open until filled; preference given to applications received by June 21, 2024  
**SALARY RANGE:** CL 24-25 (\$43,414-\$77,966) depending on experience and qualifications. Applicants hired at CL24 may be promoted to CL25 without further competition

**POSITION DESCRIPTION:** The United States Bankruptcy Court for the Eastern District of Louisiana is accepting applications for the position of full-time Case Administrator in New Orleans, Louisiana. The incumbent manages the progression of bankruptcy cases and related proceedings from case opening to final disposition.

The incumbent is fully proficient in administration and maintenance of the official case records. The incumbent performs quality control and docketing, monitors the completion of the required procedural steps, and performs the necessary noticing, administrative, and clerical tasks. The Case Administrator prepares case documents for appeal, reviews filed documents to determine conformity, takes appropriate action, and ensures that all orders and automated entries are appropriately and accurately docketed.

#### **RESPONSIBILITIES** **DUTIES AND RESPONSIBILITIES**

- Provide information, forms, and electronic case filing (ECF) instruction to external customers. Inform customers of required fees. Receive payments and issue receipts. Secure funds in cash register. Balance cash drawer at the end of the day.
- Process new case files. Verify the statistical opening information in the court's automated system for accurately reporting cases to the Administrative Office. Ensure event codes are entered accurately.
- Manage bankruptcy cases to ensure timely progression from case opening to final disposition.
- Review, identify, and research the accuracy, timeliness, and quality of data entered into the case record.
- Prepare and analyze required reports to ensure that all case files and related information are accessible and adhere to quality assurance standards.
- Make corrections to the case record to comply with local and national procedures.
- Process notices of appeal and appeal-related documents.
- Run miscellaneous daily reports and examine cases on a regular basis for discharge and closing, ensuring that required documents are filed and all procedures completed (check for pending motions, fees due, pending deadlines, and hearings). Ensure compliance with local rules and procedures.
- Perform ECRO duties for court proceedings, including setting up and troubleshooting courtroom technology equipment and software. Attend court sessions and conferences. Annotate accurate log notes during proceedings and monitor courtroom technology to ensure proper recording.
- Communicate effectively with customers and external filers and assist attorneys and the public with questions regarding bankruptcy procedures, status of cases and dates and locations of hearings.
- Prepare and ship records to or retrieves records from the appropriate Federal Records Center.

<p><b>QUALIFICATIONS</b></p>	<ul style="list-style-type: none"> <li>• Scan, copy, files, pick-up, sort, and process incoming mail. Receive and stamp incoming documents.</li> <li>• Create copies of documents or other court forms for court personnel, attorneys, and others requesters. Certify court documents.</li> <li>• Provide backup coverage for team members and other departments as required.</li> <li>• Perform all other duties as assigned.</li> </ul> <p><b>MINIMUM QUALIFICATIONS:</b></p> <p>Applicants must possess a high school diploma or equivalent. Additionally, the successful applicant must have two years of general experience, defined as: progressively responsible clerical or administrative experience, such as that obtained in law firms, legal offices, financial institutions, educational facilities, social service organizations, insurance companies, real estate and title offices, corporate headquarters or human resources/payroll operations; experience working in web-based environments; and data entry skills involving the use of automation and specialized terminology.</p> <p>The successful applicant must be able to demonstrate that he or she can apply a body of rules, regulations, directives, or laws to a given scenario, and he or she must have the ability to apply concepts to determine the appropriate action to be taken.</p> <p>The successful applicant must have excellent computer skills with a demonstrated history of accuracy and quality assurance, and he or she must possess excellent proofreading skills and attention to detail.</p> <p>Because this position involves communication by phone, by email, and in person with the public, chambers staff, and other court users, the successful applicant must possess exceptional verbal and written communication skills.</p> <p>Finally, the successful applicant must be self-motivated and dependable; possess excellent organizational, interpersonal, team building, and analytical skills; possess tact, good judgment, and initiative; be able to process a high volume of documents and prioritize and complete multiple tasks on a daily basis; work harmoniously in a team environment to meet the court’s needs; and maintain a professional appearance and demeanor.</p> <p><b>PREFERRED QUALIFICATIONS:</b></p> <p>A bachelor’s degree from an accredited college or university and/or completion of a paralegal certificate is highly preferred; prior experience with a federal or state court and/or familiarity with electronic case filing, especially the court’s automated system, is highly desirable.</p>
	<p><b>BENEFITS</b></p>
<p><b>ADDITIONAL INFORMATION</b></p>	<ul style="list-style-type: none"> <li>• The United States Bankruptcy Court requires employees to adhere to a code of conduct and business dress code which is available upon request.</li> <li>• The Federal Financial Reform Act requires direct deposit of federal wages for Court employees.</li> <li>• Due to the volume of applications, the Court will only communicate with those individuals who will be interviewed.</li> <li>• The position will be open until filled and may be closed without further notice.</li> <li>• All Clerks Office employees are excepted service appointments and as such are “at will” employees that can be terminated with or without cause by the Court at any time and are also subject to continued funding.</li> </ul>

### ADDITIONAL INFORMATION , CONT.

- The Court is an equal opportunity employer which encourages minority applicants.
- Hiring of the successful applicant will be contingent upon the satisfactory completion of a background check. Applicants must be a U.S. citizen or eligible to work in the United States.
- The U.S. Bankruptcy Court provides reasonable accommodations to applicants with disabilities.
- Applicants are advised that false statements or omission of information on any application materials or the inability to meet the aforementioned conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- The Court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the successful candidate.

### HOW TO APPLY

To be assured consideration for this position, qualified applicants must submit a complete application packet that includes:

- A Cover Letter that refers to the vacancy announcement number and addresses your qualifications and relevant experience;
- A current/detailed resume;
- The names and current contact information for three professional references; and
- Form [AO78](#), Application for Judicial Branch Employment.
  - Applicants are required to answer background questions 18, 19, and 20 on the AO78 application form.

All application documents should be combined into **one PDF** document and emailed to:

[HR@laeb.uscourts.gov](mailto:HR@laeb.uscourts.gov)

**Include the announcement number and position title (#24-03 Case Administrator) in the email subject line.**

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