

**UNITED STATES BANKRUPTCY COURT  
OFFICE OF THE CLERK  
DISTRICT OF MARYLAND**

Mark D. Sammons  
Clerk

[www.mdb.uscourts.gov](http://www.mdb.uscourts.gov)



U.S. Courthouse Room 8530  
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Baltimore, Maryland 21201  
(410) 962-2688

**VACANCY ANNOUNCEMENT**

**CASE ADMINISTRATOR II**

**ANNOUNCEMENT NUMBER:** 11-01

**APPOINTMENT:** Permanent, Full-time

**SALARY RANGE:** CL 25 (\$41,285 - \$67,147)

**OPENING DATE:** 05/25/2011

**LOCATION:** Greenbelt, MD

**CLOSING DATE:** Open Until Filled

**WHO WE ARE:**

The mission of the United States Bankruptcy Court for the District of Maryland is to **“Promote social and economic order by reconciling the opportunity of debtors to a fresh start with the right of creditors to be paid.”** This mission is the driving force behind our team-based, progressive, goal-oriented organization that is also guided by its core values and principles. The Court is committed to providing optimal customer service through the promotion of quality, productivity, staff development and partnership with stakeholders. The Court is comprised of seven judges, two divisional offices, and seventy-six Clerk’s office staff members. Additional information about the Court is available on our website at [www.mdb.uscourts.gov](http://www.mdb.uscourts.gov).

**POSITION OVERVIEW:**

We are seeking an individual who is looking for a challenging and rewarding career in public service. The incumbent will be a member of a case administration team in our Greenbelt Division. Case administrators perform various functions and are responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition in accordance with approved internal controls, procedures, and rules. The individual must be detail-oriented, self-motivated, well organized, and able to multitask in a fast-paced team environment. The incumbent also must have excellent interpersonal and communication skills as well as a pleasant, professional demeanor.

**REPRESENTATIVE DUTIES:**

- Opens cases upon receipt of initial documents.
- Makes summary entries on the docket of all documents and proceedings. This includes such things as pleadings, petitions, motions, complaints, minutes, and orders.
- Monitors reports to insure accurate and timely case progression.

- Answers inquiries on case status in person and via telephone.
- Receives and reviews all final reports and final accounts and certifications from the United States trustee that the estate has been fully administered.
- Prepares cases for closing by such actions as examining records to ensure that all necessary orders were entered and proceedings completed, reviewing pleadings and case dockets for accuracy and completeness.
- Enters final order or decree and statistical data to close cases on Case Management/Electronic Case Filing (CM/ECF) system.
- Reviews attorney filed documents for compliance with CM/ECF.
- Receives and reviews incoming documents to determine conformity with appropriate rules practices, and/or court requirements and process documents meeting requirements.
- Acts as the customer service contact to furnish information to a wide variety of people within and outside the court.
- Interacts with the team to ensure completion of the work of the team.

## **QUALIFICATIONS:**

### **General Experience**

Progressively responsible clerical, office, or other work experience that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Experience requiring the regular and recurring application of clerical procedures and routine use of keyboard skills.

### **Specialized Experience**

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, legal counsel offices, banking, and credit firms. Candidates must be comfortable utilizing computers and computer-related equipment. A minimum of forty (40) wpm typing speed is required. Bankruptcy work experience is preferred. A high school diploma or equivalent is required; a college degree is preferred.

**CL 25:** Candidates must have two years general experience as well as two years of specialized experience equivalent to work at the CL 24 level to qualify for CL 25.

## **CONDITIONS OF EMPLOYMENT:**

- Employees of the United States Courts serve under “Excepted Appointments” and are considered “at will” employees. Additionally, employees are not covered under civil service appointment restrictions.
- Employees must adhere to the *Code of Conduct for Judicial Employees* and court confidentiality requirements. The code is available to applicants for review upon request.
- Applicants must be U.S. citizens or eligible to work in the United States.
- The successful candidate for this position is subject to a name and fingerprint background check and will be considered a provisional employee pending a favorable suitability determination.

- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit).

### **HOW TO APPLY:**

We offer a competitive salary and the full federal government benefits package. In order to be considered for a position, **you must submit your resume, cover letter and the judiciary application form.** To obtain the application form, please go to [www.uscourts.gov/careers](http://www.uscourts.gov/careers) and under How to Apply, select AO 78 - Application for Judicial Branch Employment. Please email this information to: [jobs@mdb.uscourts.gov](mailto:jobs@mdb.uscourts.gov). Please specify the Case Administrator II position in your cover letter and email subject line. A series of four (4) tests, (typing, spelling, vocabulary, and grammar) will be administered to those applicants selected for an interview. Only applicants who successfully pass all tests will be interviewed. The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please contact the Human Resources Program Coordinator. The decision on granting reasonable accommodations will be made on a case by case basis. Applicants selected for interviews must travel at their own expense.

*The United States Bankruptcy Court is an Equal Employment Opportunity Employer.*