



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

www.mdb.uscourts.gov

MARK A. NEAL
Clerk of Court

DAVID J. SMITH
Chief Deputy

**VACANCY ANNOUNCEMENT
CASE ADMINISTRATOR I**

ANNOUNCEMENT NUMBER: 16-02

APPOINTMENT: Permanent, Full-time

LOCATION: Greenbelt, Maryland

AREA OF CONSIDERATION: Open to all qualified applicants.

OPENING DATE: April 6, 2016

SALARY RANGE: \$38,706 - \$62,888
(CL 24)

CLOSING DATE: The position is open until filled. First preference will be given to applicants whose applications are received by April 25, 2016.

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 has six active judges, two recalled judges, and one vacant judgeship as well as a Clerk’s Office staff of 54 employees. Additional information about the court is available on our website at 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 the Information and Imaging Team in our Greenbelt Division. The individual will serve as the court’s primary point of contact for the public and members of the legal community and provide information about court cases, policies, and procedures. The incumbent also will receive and process payments and documents in accordance with established guidelines. The individual must be detail-oriented, self-motivated, well organized, and be 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:

- Assist customers at the public counter and on the telephone without providing legal advice.
- Review documents to ensure completeness and compliance with bankruptcy rules and local rules.

- Accept payments and process receipts utilizing the Cash Register/Electronic Case Filing system.
- Open new cases in the Case Management/Electronic Case Filing system (CM/ECF).
- Scan documents received at the public counter as well as those received through the mail.
- Open and distribute incoming mail.
- Interacts with the case processing teams to ensure accurate completion of work.

QUALIFICATIONS:

One year of progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

Preferred Qualifications

Experience with bankruptcy law, procedures, rules, and terminology is preferred. A college degree from an accredited institution is also preferred. Additionally, fluency in Spanish is desirable.

BENEFITS:

Judicial Branch employees are "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 and life insurance, a flexible benefits program, participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching) as well as participation in the Federal Employees Retirement System, flexible work schedule, and a professional environment. Salary will be based on experience and qualifications. Electronic Funds Transfer (EFT) for payroll deposit is required.

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. As a condition of employment, the selected candidate must successfully complete a background check. Employment will be considered provisional pending the successful completion of the background check and a favorable suitability determination.

HOW TO APPLY:

All interested persons must submit a **single** PDF containing:

- Cover letter;
- Resume;
- Completed AO 78 Application Form, which may be obtained at www.mdb.uscourts.gov;
- Copies of their last two performance evaluations; and
- The names and contact information for three professional references. Please note that by submitting the references, the applicant consents to those references being contacted.

Application packages must be emailed to Jobs@mdb.uscourts.gov (please include "CA I" in the subject line). **Please note that applications that are not submitted as a single PDF or are incomplete will not be considered.**

Interview travel expenses and relocation expenses will not be reimbursed. The court provides reasonable accommodations to applicants with disabilities. All employees are required to adhere to the "Code of Conduct for Judicial Employees," which is available for review upon request. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time, any of which actions may occur without any prior written or other notice. Please be aware that due to the volume of applications received, only candidates selected for an interview will be contacted.

THE COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER