UNITED STATES BANKRUPTCY COURT
DISTRICT OF MARYLAND
OFFICE OF THE CLERK

www.mdb.uscourts.gov

MARK A. NEAL
Clerk of Court

Thomas C. Kearns
Chief Deputy

VACANCY ANNOUNCEMENT
CASE ADMINISTRATOR II

ANNOUNCEMENT NUMBER: 26-08

APPOINTMENT: Permanent, Full-time.

LOCATION: Greenbelt, Maryland

AREA OF CONSIDERATION: Open to all

OPENING DATE: August 26, 2026

CLOSING DATE: Open until filled. Applications will be reviewed on a rolling basis.

SALARY RANGE: $56,478 - $91,839 (CL 25)

If you are interested in joining a highly motivated, energetic, and engaged team, where innovation is encouraged, and work-life balance is valued and promoted, this is the job for you!

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 five active judges and two vacant judgeships, one recalled judge, and a Clerk's Office staff of 40 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 Case Administrator/ Information and Imaging Team in our Greenbelt Division. Case administrators manage the progression of bankruptcy cases and related adversary proceedings by maintaining official case records in an automated system, monitoring the completion of the required procedural steps, and performing the necessary noticing, administrative and clerical tasks. Information and Imaging Team members also 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 will receive and process documents in accordance with established guidelines. The individual must be detail-oriented, self-motivated, well organized, adaptable, and be able to multitask in a

diverse team environment. The incumbent also must have excellent interpersonal and communication skills as well as a pleasant, professional demeanor.

REPRESENTATIVE DUTIES:

- Maintaining the accuracy of document summaries and conducting quality control assessment of pleadings filed through the court's Electronic Case Filing System (ECF).
- Opening cases filed electronically and in paper form including related quality control review activities, reviewing daily filing reports to verify receipt of electronic fee payments, and making summary entries on the docket.
- Reviewing documents to ensure completeness and compliance with bankruptcy rules and local rules.
- Managing cases to ensure timely progression by reviewing incoming documents to establish dates for calendaring of court hearings and examining documents to determine the nature of action for appropriate follow-up, including frequent interaction with trustees, counsel and *pro se* (self-represented) debtors.
- Interpreting a variety of documents, making timely and accurate entries on the docket, and assisting customers with electronic case filing inquiries and other general case information.
- Processing claims and case conversions, and preparing cases for closing.
- Performing intake duties including filing documents/pleadings for entry on the docket, providing case status information, and providing copies and certifications from case files upon request.
- Scanning documents received at the public counter as well as those received through the mail.
- Opening and distributing incoming mail.
- Assisting customers at the public counter, on the telephone and through the court's chatbot without providing legal advice.
- Testing new procedures and processes, providing necessary feedback to management, and assisting management with maintaining the Case Administrator Procedures Manual.

QUALIFICATIONS:

Two years 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. For applicants within the Judiciary, two years specialized experience, including at least one year equivalent to work at the CL24 level is required.

Preferred Qualifications

Experience with bankruptcy law, procedures, rules, and terminology is preferred. A college degree from an accredited institution is also strongly preferred.

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, eleven 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 II" in the subject line). **Please note that applications that are not submitted as a single PDF or are incomplete will not be considered**.

Applicants are also requested to send a completed AO 78B Form, which may be obtained at www.mdb.uscourts.gov, to fair_employment@mdb.uscourts.gov.

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