



CAREER OPPORTUNITY

UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF MICHIGAN

MICHELLE WILSON
Clerk of Court

Grand Rapids
1 Division Ave N
Room 200
Grand Rapids, MI 49503

www.miwb.uscourts.gov

Clerk's Office Mission Statement

"The United States Bankruptcy Court's mission is to provide bankruptcy relief, fair and impartial justice, prompt and efficient resolution of disputes, and exceptional service to those seeking justice through the bankruptcy system by treating debtors, creditors and trustees with fairness, respect, and professionalism; and, to uphold the integrity of the judicial process by accurately maintaining the records of the Court."

The Federal Judiciary is an Equal Opportunity Employer.

Announcement: #24-04
Title: Case Administrator I
Location: Grand Rapids, Michigan
Position Type: Full-time, Permanent
Closing Date: Open until filled – Preference given to applications received by 4:30 p.m. Eastern Standard Time on September 23, 2024
Salary Range: CL 24 (\$43,414 - \$70,610)*

**Starting salary commensurate with work experience, education (if applicable), and current or previous Federal court experience. Promotion potential to CL 25 upon meeting qualifications requirements, successful performance, and availability of court funding without further competition.*

OVERVIEW

An excellent career opportunity in public service is available with the U. S. Bankruptcy Court for the Western District of Michigan. Applications are being accepted for a full-time Case Administrator I in Grand Rapids, Michigan. The Case Administrator I performs various functions and is responsible for maintaining and processing case information; receiving and reviewing incoming court documents for conformity with federal and local rules, and performing customer service and cashier duties for the purpose of providing procedural information and collecting court fees. The Case Administrator I is also responsible for the verbatim recording of court proceedings in the courtroom through the use and operation of electronic sound recording equipment, as needed. Eligible for hybrid telework after successful performance and training requirements have been met.

Grand Rapids is the headquarters, but also holds court in Kalamazoo, Lansing, Marquette, and Traverse City. The district covers the entire Upper Peninsula and the Lower Peninsula from Lansing westward.

Michigan is a beautiful four-season state surrounded by the majestic Great Lakes. Grand Rapids is the second largest city in Michigan located in the heart of the West Michigan area. The city offers outdoor adventures, art & culture, and much more! [Grand Rapids, Michigan Things to Do, Events and Deals | Pure Michigan | Official Travel & Tourism Website for Michigan](#)

SUMMARY OF REPRESENTATIVE DUTIES

- Open and process cases in the court's Case Management/Electronic Case Filing (CM/ECF) system and docket initial opening events. Manage case flow to ensure timely processing. Ensure data quality.
- Maintain integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents. Retrieve files and make copies of records for court personnel, attorneys, and others. Certify court documents.
- Record verbatim court proceedings using electronic sound recording equipment as needed. Play back proceedings as required. Ensure in advance that electronic sound recording equipment is in working order and notify information technology staff regarding needed maintenance and/or repairs.

BENEFITS

The U.S. Courts offers a generous benefits package which includes:

- 11 Paid Federal Holidays
- Leave Accrual Program
- Paid Parental Leave
- Health, Dental, Vision and Life Insurance
- Flexible Spending Programs
- Participation in the Federal Employees Retirement System (FERS)*
- Thrift Savings Plan (similar to 401k) with Government Match up to 5%
- Employee Assistance Program (EAP)
- A [Public Service Loan Forgiveness Program](#) is available to certain full-time employees with qualifying student loans.

NOTE: For FERS retirement, employees contribute to the Basic Benefit Plan through payroll deductions and upon retirement, receive a lifetime monthly annuity. Employees appointed on or after January 1, 2014, automatically contribute 4.4% of their base pay each paycheck to the Basic Benefit plan.

Additional information about federal judiciary employee benefits and compensation can be found at <http://www.uscourts.gov/Careers.aspx>.

- Perform intake duties, answer phone and electronic inquiries regarding case status. Provide basic information to the public, attorneys, trustees and other government representatives as required.
- 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 credit card payments for filed documents.
- Process incoming and outgoing daily mail.
- Operate a variety of copying, scanning and recording equipment.
- Work is performed in an office setting. Some lifting may be required.
- Occasional travel required.
- Perform other duties as assigned.

QUALIFICATIONS

To qualify for this position, the candidate must have a high school diploma or equivalent and one year of specialized experience.

Specialized Experience: 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. Outside of federal, state, or local court system, such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, corporate headquarters or human resources/payroll operations.

Required Skills: The ideal candidate will possess experience working in an electronic environment with various technologies to accomplish work; must be reliable and highly organized; have excellent communication (oral and written) and interpersonal skills with the ability to work well with others; demonstrated experience working in a team environment to deliver professional customer service; ability to manage several priorities; strong customer service skills; exercise good judgment; must maintain confidentiality, and have a professional demeanor and appearance appropriate for a law or professional office environment.

Preferred: Preference will be given to applicants who have previous court and/or electronic court recording experience; knowledge of legal terminology; experience with electronic case filing system (i.e., CM/ECF), and are college graduates.

CONDITIONS OF EMPLOYMENT

- Applicants must be U.S. citizens or eligible to work in the United States. (See [Citizenship Requirements for Employment in the Judiciary](#) for additional information.)
- Judiciary employees serve under excepted appointments. Judiciary employees are considered “at will” and are not covered by federal civil service classifications or regulations.
- This position is subject to mandatory electronic funds transfer (direct deposit) of payment of federal wages.
- Appointment is provisional and contingent upon successful completion of an FBI background check.
- The U.S. Courts require employees to adhere to the [Code of Conduct for Judicial Employees](#).

HOW TO APPLY

For consideration, qualified applicants must provide the following:

- a letter of interest (not to exceed two pages) that covers how their previous experience

APPLICANT INFORMATION

The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice.

Reimbursement of travel and/or relocation expenses is not authorized.

All information provided by applicants is subject to verification.

Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

- has prepared them for this position and elaborates on any of the qualifications they have;
- a detailed resume;
- contact information for three professional references, and
- a completed *Application for Judicial Branch Federal Employment*, AO78 form, available at <http://www.uscourts.gov/formsandfees/forms/AO078.pdf> (NOTE: Applicants for this position are **NOT** required to fill out the Optional Background Information section (Questions 19 – 21) on page 5 of the application).

Incomplete applications will not be considered. All required documents must be submitted as **one PDF document** by email to MIWB_HR@miwb.uscourts.gov. No phone calls please.