



UNITED STATES BANKRUPTCY COURT NORTHERN DISTRICT OF OKLAHOMA

VACANCY ANNOUNCEMENT NUMBER 26-01

BASIC INFORMATION

Position: Intake Specialist/Case Administrator (Full-time)

Location: Tulsa, Oklahoma

Salary Range: CL 23 -24 (\$40,346 -\$72,654 annually, depending on qualifications)
Appointment at CL 23 has future promotion potential to CL 24 as well as progression to CL 25 without the need for additional advertising.

Opening Date: May 28, 2026

Closing Date: July 1, 2026, or until it is filled.

Report Date: To be determined.

ABOUT THE COURT

The Court is comprised of one full-time Bankruptcy Judge and chambers staff, nine Clerk's Office staff and one part-time shared employee. The Court is located in downtown Tulsa and has no divisional offices.

POSITION OVERVIEW

The United States Bankruptcy Court for the Northern District of Oklahoma seeks applications from qualified candidates for the position of Intake Specialist/Case Administrator. The position plays a crucial role in the court's operations by seamlessly combining customer service and case management responsibilities. This position is responsible for processing court documents filed either in-person or electronically. Additionally, they monitor and perform required procedural steps to ensure accurate handling and progression of cases through the legal system.

REPRESENTATIVE DUTIES

- Receive and review incoming documents to determine conformity with appropriate rules, practices, and/or court requirements, and notify parties of discrepancies. Open and close cases in case management system, including assigning case numbers and reviewing documents for statistical accuracy. Maintain the integrity of sensitive and sealed documents and filings. Verify and issue summons. Verify attorney's authority to practice.
- Review and evaluate the accuracy and quality of data entered into case management related databases, and accuracy of acceptance of documents and distribution of such from the general intake area. Perform routine quality control checks.
- 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. Operate a variety of copying and records equipment.
- Greeting the public, attorneys, and visitors to the court, whether in person or over the telephone, and provide accurate answers to questions regarding the docket or general court information. Provide basic information to the public and the bar. Answer and route incoming calls. Assist the public in using computerized databases.

- Sort, classify, and file case records. Maintain integrity of the filing system by monitoring proper access to records and maintaining timely and accurate filing of documents.
- Retrieve files and make copies of records for the public, attorneys, and others. Certify court documents.
- Scan, copy, file, pick-up, sort, and process mail. Process both incoming and outgoing mail. Maintain mail postage log.
- Perform other duties as assigned.

REQUIRED QUALIFICATIONS

To be considered for this position at:

- CL 23, High school graduation or equivalent and two years of general experience are required*.
- CL 24, one year of specialized experience equivalent to work at the CL-23, is required.

The successful applicant must have excellent communication, research, writing and interpersonal skills with the ability to work with others and have the ability to learn new technologies. The incumbent must be able to multitask, be highly self-motivated, and proactive. The ability to maintain confidentiality is required.

General Experience: Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire the particular knowledge and skills needed to perform the duties of the position.

Specialized Experience: Progressively responsible clerical experience requiring the regular and recurring applications of clerical procedures, including, but not limited to keyboard skills; demonstrated ability to comprehend and apply a body of rules and regulations, laws or directives; proficiency with Microsoft Office products and other computer skills; record maintenance; and review of documents to determine conformity with regulations and requirements. Such experience is commonly encountered in law firms, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate settings.

***Educational Substitution:** Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

Preferred Qualifications:

- Bachelor's degree in a related field, from an accredited college or university.
- 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. 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, and corporate headquarters or human resources/payroll operations.
- Experience in using Electronic Case Filing (CM/ECF), Adobe Acrobat, Microsoft Word, Microsoft Excel, Outlook.
- Experience with Zoom and Teams videoconferencing and digital recording.

BENEFITS INFORMATION

Court employees are entitled to the same benefits as other federal government employees. These benefits include eleven paid holidays per year, paid annual and sick leave, health, dental vision, life and long-term care insurance benefits, flexible benefits, and wellness and employee assistance programs. More information about benefits can be found here: <https://www.uscourts.gov/careers/benefits>.

CONDITIONS OF EMPLOYMENT

Applicants must be a U.S. Citizen or eligible to work in the United States. Positions with the United States Courts are considered “at will” and are not subject to the employment regulations of competitive service. Positions in the Federal Judiciary are excepted service appointments, are considered “at will” and can be terminated with or without cause.

The applicant selected will be subject to an FBI background check and continued employment contingent upon favorable suitability determination. A negative finding from the background check may result in termination of employment. Employees are subject to the Judicial Code of Conduct for Judicial Employees.

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.

The Federal Financial Management Reform Act requires direct deposits of federal wages.

HOW TO APPLY

Qualified applicants should submit:

1. a cover letter which addresses qualifications, skills, and experience necessary to perform the job;
2. a chronological resume;
3. a list of three professional references including current contact information; and
4. an Application for Judicial Branch Federal Employment (Form AO-78). The application form is located on the U.S. Courts website at <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>.

Submit documents by mail or by email.

If emailed, all documents must be as **one pdf document**, to hr1@oknb.uscourts.gov.

If mailed, send to United States Bankruptcy Court, ATTN: Human Resources, 224 South Boulder Avenue, Suite 105, Tulsa, OK 74103. Questions can be directed at the Human Resources Office at 918-699-4040.

Only applicants selected for an interview will be contacted. If selected for an interview, any related expenses will not be reimbursed. The Court reserves the right to modify the conditions of this job announcement, fill multiple positions with this announcement, or retract this announcement.

THE COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER