

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF OKLAHOMA**



Vacancy Announcement #FY 21-01

Position: Case Administrator, Full-time
Location: Tulsa, Oklahoma
Salary Range: CL 23, Step 01 - CL 25, Step 61
\$34,596 - \$68,808 annually (depending on qualifications & experience)
Opening Date: November 5, 2020
Closing Date: November 23, 2020
Report Date: To be determined

Position Overview: The United States Bankruptcy Court for the Northern District of Oklahoma seeks applications from qualified candidates for the position of Case Administrator. The Case Administrator is a member of a six-person Operations Team responsible for maintaining an accurate record for the Court and ensuring Court proceedings continue through the Court as dictated by the United States Code, Federal Rules and Local Rules of the Court.

The successful candidate should:

- Be familiar with the purpose and format of legal documents and legal terminology;
- Demonstrate sound ethics and judgment;
- Possess computer skills including the ability to organize and maintain files electronically;
- Be able to perform a variety of tasks, on a number of different cases, tracked simultaneously;
- Be detail oriented and possess strong organizational, analytical, problem-solving, and customer service skills;
- Want to work and contribute to a team environment;
- Be able to make independent decisions to resolve problems, questions, and job-related issues based on knowledge, experience, and established procedures; and
- Be able to demonstrate a history of common sense.

About the Court: The Court is comprised of two full-time Bankruptcy Judges and their chambers staffs, and the Court Clerk's staff of thirteen employees and four part-time shared employees. The Court is located in downtown Tulsa and has no divisional offices.

Representative Duties:

- Docket, notice, and maintain official case records.
- Review, identify, and research the accuracy, timeliness, and quality of the data entered into the case record.
- Monitor the completion of required procedural steps; perform noticing duties as

- needed; prepare case documents for appeal; and take appropriate action as needed.
- Provide customer service to the public and the bar regarding Court procedures and case status.
- Inform customers of required Court fees, receive payments and issue receipts.
- Has responsibility for the accurate and appropriate verbatim recording of Court proceedings in the courtroom through the use and operation of electronic sound recording equipment.
- Work on special projects and perform other duties as assigned

Qualifications Requirements:

The applicant must possess a high school diploma or equivalent and a minimum of two years general experience to qualify for the CL 23. Additionally, one year of specialized experience equivalent to that of a CL 23 level position is required to qualify for the CL 24, or one year of specialized experience equivalent to work at the CL 24 level to qualify for the CL 25.

General Experience is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the job duties. **Specialized experience** involves the use of automation skills, specialized terminology, and a demonstrated ability to apply a body of rules, regulations, directives, or laws. Education above the high school level may be substituted for the required general experience; however, education may not be substituted for specialized experience.

Preferred Qualifications:

- Experience in a legal setting
- Experience in bankruptcy or a closely related field
- Familiarity with electronic case filing, especially the CM/ECF (Case Management/ Electronic Case Filing) system
- Excellent verbal and written communication skills, and good proofreading skills
- Knowledge of Federal laws, regulations and/or Bankruptcy rules and procedures

Benefits:

Employees are entitled to:

- Paid vacation, paid sick leave, and 10 federal holidays per year;
- Choice of partially subsidized medical insurance and group life insurance;
- Insurance programs such as long-term care, dental, and vision paid for fully by the employee;
- Pretax contributions for some medical insurance; and flexible benefit program reimbursement accounts for health care and dependent care;
- Participation in the Federal Employees Retirement System which includes the Thrift Savings Plan (401K); and
- Free parking.

For more information, please visit www.uscourts.gov.

Conditions of Employment: Applicants must be eligible to work in the United States. All Court employees are at-will employees. This contrasts with executive branch agencies; whose employees are generally in the competitive service. This means that Court employees generally are not subject to the many statutory and regulatory provisions that govern the employment of individuals in the executive branch. Employees are required to adhere to a Code of Conduct, which can be reviewed at www.uscourts.gov. A full government background investigation, including an FBI fingerprint and criminal records check, will be conducted. The selectee will be hired provisionally, pending successful completion of the investigation and receipt of a favorable suitability determination. Unsatisfactory results could result in termination of employment. This position is also subject to updated background investigations every five years. Electronic Funds Transfer (EFT) for payroll direct deposit is required.

Application Process: To apply for this position, please submit: (1) a cover letter which addresses qualifications, skills, and experience necessary to perform the job duties; (2) a chronological resume; (3) a list of three professional references including contact information; and (4) an Application for Judicial Branch Federal Employment (Form AO-78). The application form is located on the Court's website at <https://www.oknb.uscourts.gov/employment>. References will only be contacted with your prior approval.

The documents can be emailed, in one pdf, to hr1@oknb.uscourts.gov or mailed to United States Bankruptcy Court, ATTN: Human Resources, 224 South Boulder Avenue, Suite 105, Tulsa, OK 74103. Questions can be directed to the Human Resources Office at 918-699-4841.

General Information: Only applicants selected for an interview will be contacted. If selected for an interview, any related expenses will not be reimbursed. The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please contact the Human Resources Office at 918-699-4841. 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