



## POSITION ANNOUNCEMENT

**Position: Case Administrator**

**Location: First Year Rutland, Vermont  
Thereafter Burlington, Vermont**

**Position Status: Full-Time Permanent**

**Opening Date: March 21, 2014**

**Closing Date: Open until Filled**

**Salary Range: \$38,334 - \$62,307**

**Developmental Range: \$38,334 - \$47,524**

**Classification Level CPS CL-25  
Promotional Potential to CL-26**

Salary dependent upon qualifications and experience, including court preferred skills.

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The U.S. Bankruptcy Court for the District of Vermont is a federal court with jurisdiction over all bankruptcy cases and related matters in Vermont. The position is currently located in the Bankruptcy Court clerk's office in Rutland, Vermont. The position will be permanently located in Burlington, Vermont upon completion of the clerk's office headquarters there; approximate date of completion is March 31, 2015. No relocation expenses will be paid. The incumbent manages the progression of bankruptcy cases from opening to final disposition by maintaining the official case records, monitoring the completion of the required procedural steps, and performing the necessary noticing, administrative, and clerical tasks. The case administrator acts as a point-of-contact and furnishes information to a wide variety of people within and outside the Court. The position reports directly to the Chief Deputy Clerk.

### **DUTIES AND RESPONSIBILITIES:**

- Monitor daily reports
- Quality control on documents filed electronically
- Process orders signed by the Judge
- Scan and docket incoming paper documents
- Process case conversions from one chapter to another
- Forward matters to Judge's chambers as necessary
- Issue Discharges and Final Decrees
- Respond to inquiries from a wide range of sources including attorneys, debtors and creditors, and the general public
- Collect appropriate court fees, issue receipts
- Perform other duties as assigned

## **MINIMUM QUALIFICATIONS:**

General Experience: The candidate must be a high school graduate (or equivalent) and possess two years of general experience. General experience is progressively responsible experience which provides evidence the applicant has: (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate effectively with others, orally and in writing; and (4) the capacity to employ the knowledge, skills, and abilities in the resolution of problems.

Specialized Experience: The candidate must have 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. 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.

## **DESIRABLE QUALIFICATIONS / COURT PREFERRED SKILLS:**

Knowledge of legal terminology; excellent interpersonal and communication skills; ability to manage several priorities at one time; superior attention to detail; experience working in an electronic environment with various technologies to accomplish work tasks; experience with electronic case filing system.

## **MISCELLANEOUS:**

Applicants must be a U.S. citizen or be eligible to work in the United States. Travel and/or relocation expenses are the responsibility of the applicant. The successful applicant will be subject to a background check as a condition of employment.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.

Employees of the United States Bankruptcy Court are "Excepted Service Appointments". Excepted service appointments are at will and can be terminated with or without cause by the court.

Employees are required to use Direct Deposit for payroll deposit.

## **Application Process:**

Applicants should send a cover letter and resume addressed as follows:

**Case Administrator Position**  
**Kathleen A. Ford, Chief Deputy Clerk**  
**U.S. Bankruptcy Court**  
**P.O. Box 6648**  
**Rutland, Vermont 05402-6648**

Or email to: [kathleen\\_ford@vtb.uscourts.gov](mailto:kathleen_ford@vtb.uscourts.gov)

**The U.S. Bankruptcy Court is an Equal Opportunity Employer. The court reserves the right to withdraw the job announcement without prior notice.**