



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

[www.canb.uscourts.gov](http://www.canb.uscourts.gov)

# Case Administrator

(Case Management Analyst)

**Announcement:** SJ01-21                      **Opening Date:** June 1, 2021  
**Location:** San Jose                      **Closing Date:** Open until filled  
**Salary Range:** CL 25, \$52,145 - \$84,732  
Salary depends upon experience and qualifications.

The United States Bankruptcy Court for the Northern District of California is seeking qualified applicants for the position of Case Administrator. Case Administrators are involved in daily office operations and manage a set of cases from opening to final disposition, providing the highest level of customer service to the general public, the bar, trustees, and all other parties who transact business with the court.

**REPRESENTATIVE DUTIES:**

Maintains the official summary of pleadings on the docket from opening to final disposition.

Interprets documents and makes timely and accurate summary entries of all documents and proceedings submitted to the court (e.g., pleadings, petitions, motions, complaints, and orders).

Ensures that all automated entries are appropriately linked for proper case management.

Prepares documents such as notices, judgments, and orders, and transmits to appropriate parties.

Reviews and evaluates all case management reports to keep management and immediate staff informed of case status. Scans and converts paper documents into image files.

Responsible for setting and noticing dates and times for hearings, trials, and conferences.

Ensures the record is accurate, complete, and timely so as not to negatively result in a substantial and systematic impact on the overall court and persons outside it.

Receives and reviews incoming documents, which become the official basis of court actions, to determine compliance with appropriate rules, practices and/or court requirements. Assure assignment of case numbers; prepare and enter case information in automated system and route documents to proper offices after acceptance.

Closes cases upon receipt of terminating documents, such as judgments and closing orders.

Addresses inquiries regarding case filing and case information. Continuously tracks cases, including the

relationships of case events and their status.

Performs customer service duties at Intake and/or by telephone for purposes of providing basic procedural information to the public, bar, and the court. Inform customers of required fees, receive payments, and issue receipts. Secure funds in cash register and balance cash drawer at the end of the day.

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 court personnel, attorneys, and others. Certify court documents, create, open, and process new case files in case management system. Verify attorneys' standing to practice before the court.

Operate a variety of copying and records equipment. Answer and route incoming calls. Assist the public in the use of computerized databases. Research and resolve customer issues.

Performs Electronic Court Recorder Operator duties.

Performs other job-related duties as assigned.

### **QUALIFICATIONS:**

2+ years of full-time (or equivalent) 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.

- Must be familiar with a wide variety of software applications.
- Ability to communicate effectively orally and in writing.
- Excellent customer service skills.
- Ability to follow detailed instructions and multitask.
- Must be willing to fully participate in a team environment.
- A bachelor's degree from an accredited college or university, experience in bankruptcy or a closely related field, and experience with Case Management/Electronic Case Filing (CM/ECF) are preferred.

### **BENEFITS:**

Employees of the U.S. Bankruptcy Court are not included in the government's Civil Service classification. However, they are entitled to the same benefits as other federal government employees. For a list of benefits please visit our Benefits at a Glance at <http://www.canb.uscourts.gov/jobs>.

### **APPLICATION INSTRUCTIONS**

Qualified candidates are invited to apply by emailing the following to [jobs@canb.uscourts.gov](mailto:jobs@canb.uscourts.gov). The email subject line should reference **Case Administrator position**.

1. A cover letter detailing relevant experience and how they meet the qualifications for the position.
2. A résumé.

Only applicants who are selected for interviews will be contacted by the court. Applicants selected for the initial interview will be required to submit three professional references.

Applicants who are non-United States citizens must meet the requirements for federal employment. Only qualified applicants will be considered for this position. Relocation expenses will not be reimbursed. Applicants selected for interviews must travel at their own expense.

As a condition of employment, the selected candidate must complete a background check investigation, including a FBI fingerprint check. The position is subject to the mandatory electronic direct deposit of salary payment (i.e. Direct Deposit). All court employees are *at will*, and therefore the selected candidate may be removed from this position at any time if the selected candidate fails to perform at a satisfactory level. In addition, employees are required to adhere to the Code of Conduct for Judicial Employees.

The court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The court will only communicate with those qualified applicants who are selected for interview. If you are not notified, another applicant was selected.

***The United States Bankruptcy Court is an Equal Employment Opportunity Employer.***