

**United States Bankruptcy Court  
Northern District of Illinois  
Vacancy Announcement**



**Position:** Case Administrator  
(4 positions)

**Location:** Chicago, Illinois

**Salary:** CL 24/25 \$35,470 - \$69,839  
(Commensurate with Qualifications)

**Posting Date:** 11/21/2016

**Closing Date:** 12/5/2016

**Posting Number:** 16-16

Join the United States Bankruptcy Court's team of energetic, career minded professionals! The United States Bankruptcy Court for the Northern District of Illinois is accepting applications for full-time Case Administrators. The Office of the Clerk offers an opportunity for self-motivated individuals with excellent interpersonal, automation and analytical skills with a strong work ethic to launch or continue a career in public service. Our fast paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement.

**Position Overview:** This full-time position is located in the Case Administration Department of the Clerk's Office for the United States Bankruptcy Court, Northern District of Illinois. Case Administrators manage the progression of bankruptcy cases and adversary proceedings from opening to final disposition in the Court's automated system. The incumbent receives and checks incoming documents for conformity with federal and local rules; collects appropriate filing fees; answers telephone inquiries; provides instructions on proper filing procedures and non-legal information; opens new cases and docket subsequent pleadings and orders; sends notice as required by federal and local rules; discharges and closes cases in accordance with established procedures; generates reports to monitor the progression of cases and performs quality control on documents filed by external filers. The incumbent communicates regularly with court staff, attorneys, trustees and other filers in person, via the phone and by email regarding case related matters.

**About the Court:** The United States Bankruptcy Court for the Northern District of Illinois is located in Chicago, Illinois, with a divisional office in Rockford, Illinois. The Court has ten judges in Chicago and one judge in Rockford. The Court is one of the busiest bankruptcy courts in the United States with over 47,000 cases filed in 2015.

**Minimum Qualifications:** Candidate must have a high school diploma or equivalent. Two (2) years of progressively responsible clerical or administrative experience working in an office setting such as a law firm, banking, real estate/title office or other work that demonstrates experience in word processing, web-based environments, and data entry involving the use of automation skills, the use of specialized terminology and the ability to apply a body of rules, regulations, directives or laws, is required. One (1) year of this experience equivalent to work at the CL-23 is required.

The successful candidate must: possess excellent computer skills with a demand for accuracy and quality assurance; have good judgment with the ability to apply concepts to determine the appropriate action to be taken; possess excellent proofreading skills and have attention to detail; possess exceptional verbal and written communication skills; be dependable and have the ability to work independently.

**Preferred Qualifications:** A bachelor's degree from an accredited college or university and work experience in bankruptcy, federal or local courts or other legal fields are preferred. Familiarity with electronic case filing, especially the CM/ECF (Case Management/Electronic Case Filing) system is desirable.

**Employee Benefits:** The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are considered AT-WILL and can be terminated with or without cause by the court. While court employees are not covered by federal civil service classifications or regulations, they are, however, entitled to the same benefits as other federal employees. These benefits include: 13 days paid vacation for the first three (3) years of employment, 20 days after three (3) years, 26 days after 15 years; 13 days paid sick leave per year; 10 paid holidays per year; choice of medical, dental and vision coverage from a wide variety of plans; life insurance options; Federal Employees Retirement System; immediate participation in the Thrift Savings Plan (401K plan); optional participation in the Judiciary's Long Term Care Insurance Program; optional participation in the Judiciary's Flexible Spending Program; Commuter Benefit Program (dependent on fiscal year funding); Continuing Education Assistance Program (dependent on fiscal year funding).

**Notice to Applicants:** The final candidate will be required to satisfactorily complete a criminal background investigation. The Court requires employees to adhere to the Code of Conduct for Judicial Employees which is available at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>

Direct deposit is required for employee salary compensation. Applicants must be United States citizens or eligible to work in the United States. The Court is a smoke free environment.

**How to Apply:** In order to be considered for this position, go to

<https://tdi.ilnb.uscourts.gov/wwwroot/Employment/appform.cfm?ref=ba21c8dc&pos=16-16>

complete all questions and attach **in PDF format** your cover letter, resume, references and the Judicial Branch Federal Employment Application (AO 78) (including salary history).

Applications for Judicial Branch Federal Employment (AO78) may be obtained from the Court's website at:

[https://tdi.ilnb.uscourts.gov/wwwroot/Employment/application\\_for\\_employment.pdf](https://tdi.ilnb.uscourts.gov/wwwroot/Employment/application_for_employment.pdf)

**Note to ILNB applicants only:** Please complete all questions and attach your cover letter and resume **in PDF format**.

Incomplete application materials will not be accepted. No facsimiles will be accepted

Only applicants who are selected for interviews will be contacted by the Court. Applicants selected for interviews must travel at their own expense or be interviewed via telephone and/or video conference.

The United States Bankruptcy Court reserves the right to amend the conditions of this job vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.

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