

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF IOWA**

CAREER OPPORTUNITY

Position: Case Administrator II, Full Time (40 hours per week)
Location: Des Moines, Iowa
Closing Date: January 13, 2017
Starting Salary Range: \$39,171 (CL 25/1) - \$63,664 (CL 25/61)*; Promotion Potential to \$43,140 (CL-26/01) - \$70,103 (CL-26/61)
*Salary commensurate with experience and qualifications

Position Summary

The U.S. Bankruptcy Court for the Southern District of Iowa is seeking an experienced and highly qualified Case Administrator II. Incumbents in this position manage the progression of bankruptcy cases and related adversary proceedings from opening to final disposition, in accordance with approved internal controls, procedures, and rules. The broad range of duties include independently reviewing and responding to motions and other legal pleadings, drafting orders, finalizing documents for filing, and researching legal questions. This job entails a high level of knowledge and complexity regarding court and/or courtroom operations. The employee is part of the Clerk's Office and will be required to work independently and as part of a team with Judicial Chambers and Clerk's Office staff. The right candidate will excel in learning processes and procedures and will be able to assist the public on complex issues in a friendly and professional manner.

Summary of Representative Duties

- Perform case management and/or intake duties. Identify and process bankruptcy cases, adversary proceedings, and appeals. Take on special assignments as assigned.
- Identify emergency motions and documents that require special handling and refer them to appropriate personnel with minimum delay.
- Review legal documents submitted to the court for accuracy, compliance with court procedures, and conformity with federal rules. Recognize urgent or unique matters and undertake special handling requirements.
- Monitor deadlines, prioritize tasks, and determine need for action by the judge. Prepare necessary documents for judge review.
- Docket orders, notices, and opinions in the court's electronic case management system.
- Act as liaison between the clerk's office, the bar, the public, and the judges to ensure that cases proceed smoothly and efficiently.
- Perform other duties as assigned.

Qualification Requirements

The successful candidates must possess the following:

- An attendance record that indicates reliability and commitment;
- Excellent verbal and written communication skills;
- Ability to work organize work, plan, solve problems, and work independently as well as with a team;
- Ability to work under pressure and to learn diverse procedures;
- Attention to detail;
- Ability to exercise mature judgment; and
- Ability to work cooperatively with others, including judicial officers, the public, and colleagues.

Qualification Standards

Applicant must possess either a paralegal certificate or degree from an accredited provider or completion of the requirements for an associate's or bachelor's degree. At least three years of progressively responsible experience in a legal setting is preferred. Experience includes application of clerical or administrative procedures that demonstrate the ability to apply a body of rules, regulations, directives, or law. Bankruptcy experience is preferred.

Employee Benefits

Judiciary employees serve under excepted appointments (not civil service). Federal benefits include paid vacation and sick leave, health benefits and life insurance, disability insurance and long-term care, retirement benefits, and a tax-deferred savings plan. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

Background Check Requirements

The selected candidate will be subject to a background check including a fingerprint search of the criminal history records maintained by the FBI Criminal Justice Information Services Division. Retention will depend upon a favorable suitability determination of the background check. As a condition of employment, employees may be subject to an updated background check every five years.

Procedure for Applying

The application package must include: (1) a cover letter; (2) detailed resume; (3) college transcript; (4) a completed [form AO78 Application for Judicial Employment](#); and (5) answers to supplemental questions as follows:

1. What are the three most important attributes or skills that you believe you would bring to our organization?
2. What do you do to ensure accuracy in your daily work?
3. Give an example of a time when you had to solve a problem. Describe the problem, and the steps you took to solve it.

Responses to the above questions should not exceed a total of two pages, single or double spaced. Submit application package to:

Megan R. Weiss, Chief Deputy Clerk
U.S. Bankruptcy Court
110 E. Court Ave., Suite 300
Des Moines, IA 50309

Please direct all questions regarding this position to Ms. Weiss (515) 323-2851.