



**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF WASHINGTON**

VACANCY ANNOUNCEMENT 16-01

POSITION TITLE: Case Administrator
POSITION TERM: Full-Time
LOCATION: Spokane, Washington
SALARY RANGE: CL 24 (\$35,470) to CL 26 (\$70,103), depending on qualifications*
CLOSING DATE: Open until filled

* The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts. This is a full-time permanent position with promotion potential up to CL 26 without further competition.

Position Overview: Case Administrators are responsible for management and progression of bankruptcy cases, ensuring compliance with internal controls, procedures, statutes and rules. Case Administrators also provide customer service in person and on the telephone. In addition to Case Administrator duties, the incumbent may be asked to perform administrative tasks in the areas of human resources, space and facilities, finance, and procurement.

Qualifications: Applicants must be a high school graduate or equivalent. A four-year college degree is preferred. One year of specialized work experience is preferred with legal or court experience a plus. A professional demeanor and excellent administrative, organizational, and professional skills are required. Skill in typing and use of word processing equipment is essential to this position. The successful candidate must have effective written and interpersonal communication skills. Applicants must have a solid command of office protocol, including the ability to maintain confidentiality, as well as accuracy in grammar, spelling, punctuation, and proofreading. Candidates must be self-starters capable of multi-tasking in a fast-paced environment where attention to detail and timeliness are required. Experience with automated case management systems is desirable.

Employment Information: The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees serve under excepted appointments and are considered "at will" employees.

While court employees are not covered by federal civil service classifications or regulations, they are entitled to many of the same benefits as other federal employees. These benefits include:

- Paid annual and sick leave
- Ten paid holidays per year
- Choice of medical, dental and vision insurance coverage from a wide variety of plans
- Participation in a pre-tax flexible spending account plan for dependent care expenses and medical/dental expenses not covered by health insurance
- Federal Employees Retirement System (FERS)
- Participation in the Thrift Savings Plan (TSP)
- Optional participation the Federal Employees' Group Life Insurance Plan (FEGLI)
- Long-term care insurance and disability programs
- Prescribed salary progression based on acceptable performance

All employees are required to adhere to a code of conduct. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. As a condition of employment, the selected candidate must successfully complete an FBI fingerprint check and background investigation. Applicants must be U.S. citizens or eligible to work in the United States.

Application Process: Please send a letter of interest, resume, and application form AO-78 (available on the court's website under Court Information/Court Job Openings) to personnel@wab.uscourts.gov in PDF format. Applicants selected for interviews will be contacted. Due to the volume of applications anticipated, only candidates in consideration for this position will be contacted.