



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

Vacancy Announcement 25-02

Position Title:	Administrative Support Clerk
Location:	Spokane, Washington
Position Type:	Full-time
Salary Range:	CL 24, \$44,490 to \$72,307 CL 25, \$49,145 to \$79,857 CL 26, \$54,120 to \$87,938 Classification level and salary will be based upon qualifications and experience.
Closing Date:	Open until filled. Early consideration will be given to applications received before October 1, 2025.

Position Overview: The administrative support clerk provides assistance in a variety of administrative and operational functions to ensure the smooth and efficient management of the office. Duties include administrative support to the court unit executive and chief deputy clerk, as well as a variety of administrative services such as finance, budget, property management, and space and facilities. Operational support duties may include bankruptcy case administration where the incumbent is responsible for the management and progression of bankruptcy cases, ensuring compliance with internal controls, procedures, statutes and rules. The administrative support clerk also provides customer service in person and on the telephone. In addition to administrative and case administrator duties, the incumbent will be asked to perform intake and back-up courtroom deputy duties. This position reports to the clerk of court and is located in the Bankruptcy Court Clerk's Office in Spokane, Washington. Occasional travel may be required.

Representative Duties:

- Provide administrative assistance to managers and other staff, as required.
- Prepare correspondence, reports, form letters, and documents. Maintain correspondence control records.
- Prepare, proofread and edit materials for the court unit executive's signature.
- Perform financial and budgetary duties such as processing accounts payable transactions. Assist staff with automated financial systems. Disseminate communications to appropriate managers, executives, and peers and follow up on action to ensure a comprehensive and coordinated response, where required.

- Coordinate general activities in the office, including arranging for equipment and facility maintenance. Research and prepare supply requests.
- Assist with coordinating conferences, meetings, and court ceremonies. Assist in the preparation of agendas, act as secretary for meetings, preparing materials, taking and distributing minutes of proceedings.
- Develop and maintain logs, tracking forms, spreadsheets, and databases for the purposes of tracking statistics and data. Gather and analyze data for management studies. Write reports and make recommendations based on the findings of the studies
- Perform case administration duties by managing bankruptcy cases from opening to closing.
- Review, identify and research the accuracy, timeliness, and quality of data entered into the case record.
- Respond to inquiries on case status. Provide information and electronic case filing (ECF) instructions to external customers. Inform customers of required fees.
- Perform intake duties including receiving, reviewing, and filing documents and providing customer service to the public, bar, and the court.
- Perform back-up courtroom deputy duties by attending and recording court proceedings, managing and organizing exhibits used in court proceedings, taking notes of proceedings, and preparing electronic minute entries.

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 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 an environment where attention to details and timeliness are required. Prior experience with automated case management systems is desirable. The successful candidate must be able to exercise mature judgment and demonstrate a strong commitment to fostering a positive and collaborative workplace culture. Additional years of specialized experience may be used to qualify for placement or promotion to classifications levels CL 25 or CL 26 without further competition.

Employment Information: Employees of the United States Bankruptcy Court are entitled to similar benefits as other federal government employees, including:

- Federal health insurance benefits;
- Group life insurance and long-term care options;
- Flexible Benefits Program (pre-tax flexible spending for health care and dependent care);
- Participation in the Thrift Savings Plan (similar to a 401k plan, with employer matching);
- Participation in the Federal Employees Retirement System;
- Paid annual and sick leave plus ten paid holidays per year.

Court employees serve under excepted appointments and are considered “at-will” employees. As such, employment can be terminated with or without cause at any time. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants must be U.S. Citizens or eligible to work in the United States. As a condition of employment, the selected candidate must successfully complete a background investigation with periodic updates every five years thereafter.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event a position becomes vacant in a similar classification, within reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.

Application Process: Please send a letter of interest, resume, and application form AO-78 (available on the court's website at www.waeb.uscourts.gov under Court Information/Court Job Openings) to personnel@waeb.uscourts.gov in PDF format. Please note Vacancy Announcement 25-02 on the subject line of the email. Applicants selected for interviews will be contacted. Due to the volume of applications anticipated, only candidates in consideration for this position will be contacted. This position will remain open until filled.

THE U.S. BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER