

**United States Bankruptcy Court
Northern District of Ohio**



Vacancy Announcement #25-03

Position: Case Administrator

Location: Cleveland, Ohio

Salary/Grade: CL 25 (\$51,049 - \$82,951)

Position Type: Full-Time, Permanent

Opening Date: 05/02/2025

Closing Date: 05/30/2025

**Please note that this is not a remote work position and requires presence at the courthouse in Cleveland. Periodic telework may be available, as determined by operational need.*

The United States Bankruptcy Court for the Northern District of Ohio is accepting applications for the position of Case Administrator. The court is comprised of ~50 clerk's office staff, eight judgeships, and their chambers staff. The court serves the 40 northernmost counties in the State of Ohio, with locations in Akron, Canton, Cleveland, Toledo, and Youngstown. A Case Administrator maintains the official case record in the Court's automated Case Management/Electronic Case Files (CM/ECF) system from opening to final disposition and is responsible for making summary entries of documents and proceedings in CM/ECF. This includes, but is not limited to, pleadings, petitions, motions, complaints, minutes, and orders. This Case Administrator reports to the Deputy Clerk in Charge in Cleveland.

Representative Duties:

- Performs quality control on entries docketed by registered users of the Case Management/Electronic Case Files (CM/ECF) system. Ensures that the integrity of the electronic case filing system is maintained, event codes are entered accurately, documents are filed timely and in compliance with filing requirements, and notices or corrective entries are issued, as warranted.
- Prepares and submits correspondence, notices, judgments, certifications, and orders.
- Reviews new appeals for jurisdiction and initial docketing issues. Opens and processes appeals and related documents.
- Sets schedules for briefing and record preparation and refers cases to bankruptcy judges or chambers staff for action.
- Verifies attorney's authority to practice.
- Monitors for release of transcripts, exhibits, and sealed documents. Verifies and issues summons.
- Performs intake duties, such as creating and processing new case files, receipting payments, completing copy requests, and reconciling the cash drawer at the end of the day.
- Assists customers in the retrieval of records from the Federal Records Center.
- Processes mail and maintains the mail meter and meter log.

- Provides procedural information to public, bar, and the court. Answers and routes incoming calls.
- Greets the public, attorneys, and visitors to the court, whether in person or over the telephone, in a courteous, patient, and professional manner.
- Assists the public in the use of computerized databases.
- Assists in the orderly flow of court proceedings by recording proceedings, organizing exhibits, and setting up and troubleshooting electronic evidence presentation systems. Provides courtroom deputy assistance, as required, including the review of cases or reports for necessary actions. Acts as liaison between the clerk's office, the bar, the public, and the judge to ensure that cases proceed smoothly and efficiently.
- Updates the claims database by entering claims and updating the status of them on the claims register.
- Performs other duties as assigned.

Qualifications:

- High school diploma or GED
- At least two years of administrative or technical support experience
- Excellent computer skills, including Microsoft Office and Adobe Acrobat
- Excellent oral, written, and interpersonal communication skills
- The ability to multi-task and manage projects
- The ability to exercise good judgment and take initiative
- The ability to work collaboratively with a team

Preferred Qualifications:

- Bachelor's degree
- Experience in the courts or legal environment
- Knowledge of legal terminology

Starting Salary:

This is a full time, Court Personnel System position with salary commensurate with experience and qualifications within the range of CL Grade 25 (Step 1 \$51,049 to Step 61 \$82,951). First-time hires to the federal government typically start at the Step 1 beginning salary in the range for their respective grade level. The Court Personnel System is divided into a developmental range (Steps 1-24) and a full performance range (Steps 25-61). Salary and promotion eligibility guidelines established by the Administrative Office of the United States Courts govern progression and accompanying salary increases within each range for the duration of one's judiciary employment.

Conditions of Employment:

Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" employees.

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. As a condition of employment, the selected candidate must successfully complete an Office of Personnel Management background investigation (including FBI National Criminal History Fingerprint check) and reference check. Employment will be considered provisional, pending a favorable suitability determination based on the results of the background investigation.

Court employees are required to use Electronic Funds Transfer for payroll direct deposit.

Benefits:

The United States Bankruptcy Court offers a benefits package to full-time permanent employees. Some of these benefits are optional and require employee payment or co-payment. Available benefits include:

- 11 Paid Federal Holidays
- 13 Days Paid Vacation (per year for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- 13 Days Paid Sick Leave
- Medical, Dental, Vision Coverage
- Life Insurance
- Thrift Savings Plan with matching funds (Traditional & Roth 401k)
- Participation in Federal Employees Retirement System (FERS-FRAE)
- Health, Dependent, Limited Purpose & Commuter Reimbursement Programs
- Public Transit Subsidy Program
- Credit for prior government service

Application Process:

To be considered, qualified applicants must apply online by visiting the Employment section of the Ohio Northern Bankruptcy Court website at:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=l4gsd9zw&pos=25-03>

A full application packet consisting of a letter of interest, detailed résumé, list of three professional references, and a completed AO-78 Application for Judicial Branch Federal Employment (available by clicking “download” in the Attachments section of the application), must be received by 11:59 PM on the announcement closing date. All applicable sections of the AO-78 must be completed, and the form must be signed and dated. “See résumé” entries are considered non-responsive. Please do not provide answers to Questions 19, 20, and 21 on the AO-78 since answers to those questions are not required for this position. The AO-78 is designed to accept digital signatures. Applicants without access to digital signature software are required to print, sign their “wet” signature, and scan the signed form to be compliant with application submission requirements. Only applicants selected for an interview will be contacted. No telephone calls will be accepted.

Applicants selected for an interview must travel at their own expense.

This agency provides reasonable accommodations to applicants with disabilities.

The court reserves the right to modify the conditions of this vacancy announcement, to withdraw the vacancy announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior notice.

The United States Bankruptcy Court is an Equal Opportunity Employer



TOTAL COMPENSATION STATEMENT

*** SAMPLE FOR ILLUSTRATION PURPOSES ONLY ***

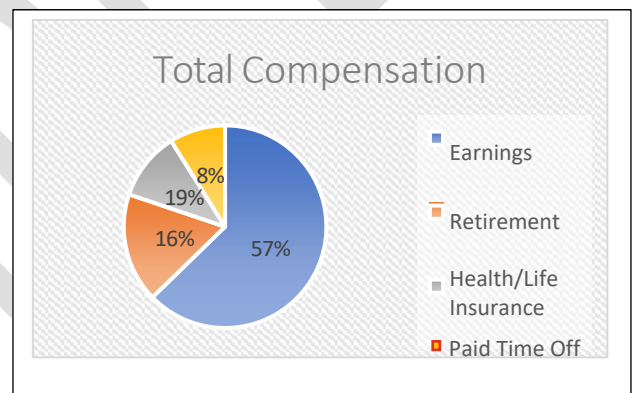
POSITION: Case Administrator, Full-Time
LOCATION: Cleveland, Ohio
STARTING LEVEL: CL 25 (\$51,049 - \$82,951)
SALARY: \$51,049 per Annum

The Federal Judiciary provides a generous benefit package which, in addition to salary, is an important component of total compensation. This total compensation statement illustrates the value of the Federal Judiciary benefits. Please be advised that the information is tailored to this position as above, however, some of the individual benefit values may vary based on your benefit choices.

EARNINGS **\$51,049**

Retirement Benefits	\$14,192
Health/Life Insurance	\$16,904
Paid Time Off	\$7,265

TOTAL EMPLOYER CONTRIBUTIONS \$38,631



Employer contributions represent 43% of total compensation

TOTAL COMPENSATION \$89,410
EMPLOYER CONTRIBUTIONS

Retirement Benefits

- | | |
|--|---|
| ❖ Retirement - Basic Benefit (FERS) | 16.5% – 18.4% of basic pay varies by type of FERS employee (FERS, FERS RAE or FERS FRAE) |
| ❖ Thrift Savings Plan - Automatic Contribution | 1% of Basic Pay for FERS employees |
| ❖ Thrift Savings Plan - Employee Matching | Up to an additional 4% of Basic Pay
<i>Judiciary matches dollar for dollar for the first 3%, then 50 cents for every dollar contributed after that, up to 5%</i> |
| ❖ Social Security | 6.2% of earnings up to SS Wage Base |

Health /Life Insurance

- | | |
|---------------------------------------|---------------------------------------|
| ❖ Health Insurance – FEHB | Approximately 72% of FEHB Premium |
| ❖ Life Insurance - FEGLI BASIC option | \$.075 per every \$1,000 of insurance |

Paid Time Off

- | | |
|-----------------|---|
| ❖ Sick Leave | 4 hours per pay period = 104 hours per year |
| ❖ Annual Leave | 4 – 8 hours per pay period based on length of service |
| | <i>0 – 3 years = 104 hours/year</i> |
| | <i>3 – 15 years = 160 hours/year</i> |
| | <i>15+ years = 208 hours/year</i> |
| ❖ Paid Holidays | 11 federal holidays |

ADDITIONAL BENEFITS

- ❖ Dental Insurance, *premiums paid on a pre-tax basis*
- ❖ Vision Insurance, *premiums paid on a pre-tax basis*
- ❖ Flexible Spending Accounts, *contributions paid on a pre-tax basis*
- ❖ Paid Parental Leave, *12 weeks*
- ❖ Long-term Care Insurance
- ❖ Employee Recognition Program
- ❖ Professional Education and Training
- ❖ Benefit and Retirement counseling and training
- ❖ Employee Assistance Program (EAP)