



James M. Hanley U.S. Courthouse and Federal Building
100 South Clinton Street
Syracuse, NY 13261

Benefits

Federal benefits include:

- Paid Vacation
- Sick Leave
- 11 Paid Holidays
- Retirement Benefits to include a defined contribution program (4.4% of gross pay)
- Thrift Savings Plan (TSP), a 401(k)-styled program with a government match of up to 5%



The U.S. Bankruptcy Court for the Northern District of New York is an Equal Opportunity Employer

U.S. Bankruptcy Court – Northern District of New York

Career Opportunity 21-SYR-04

Case Administrator

Position Type: Full Time Regular
Salary Range: CL 24 \$38,694 - \$62,904 (Promotional potential to CL 25 without further competition)
Open Date: December 28, 2021
Close Date: Open until filled

INTRODUCTION

The Case Administrator position is located in the Syracuse Clerk's Office of the U.S. Bankruptcy Court and reports to the Operations Supervisor. This position performs various operational, clerical, financial, courtroom services, and administrative functions and works in a team setting. A Case Administrator is proficient at assisting in the management of the progression of bankruptcy cases and related litigation from opening to final disposition. As a member of this team and the face of the Court, this individual will assist the public, attorneys, pro se parties and Court staff. The ideal candidate should demonstrate initiative and the ability to work independently, good judgment, attention to detail, and the ability to follow-through, multi-task and adapt to fast-changing priorities.

SUMMARY OF DUTIES AND RESPONSIBILITIES – A Case Administrator:

- **Performs** and monitors the electronic filing of imaged documents within established quality standards, including the daily quality review of filings by attorneys. This includes maintaining official case records, monitoring the completion of required procedural steps, performing any necessary noticing, reviewing filed documents to determine conformity with the Federal and Local Rules of Procedure, and taking appropriate corrective action when necessary.
- **Generates/Prepares** documents and electronically files them using the Case Management/Electronic Case Filing (CM/ECF) system.
- **Provides** assistance to end users as a member of the CM/ECF Help Desk. Provides information to judicial staff, attorneys, other federal agencies, and the public regarding court procedures and/or the status of court documents and proceedings.
- **Informs** customers of required fees. Receives and processes payments and issues receipts. Balances funds at the end of the day.
- **Processes** incoming and outgoing mail.
- **Serves** as a Relief Courtroom Deputy and/or Electronic Court Recorder, as needed.
- **Performs** other duties and projects as assigned.
- **Travels** occasionally between divisional offices as required based on operational need of the Clerk's Office.



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Optional Benefits Include:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Disability Insurance
- Long Term Care Insurance
- Flexible Benefits which includes medical & dependent care reimbursement.

Additional Information

- Applicants must be a U.S. Citizen or eligible to work in the United States.
- Employees of the United States Bankruptcy Court serve under excepted appointments and are "AT WILL" employees.
- Judiciary employees must adhere to a Code of Conduct.
- Appointees may be removed from this position at any time if the candidate fails to perform at a satisfactory level.
- The first year of service will be probationary.
- A mandatory electronic direct deposit of salary payments is required.

MINIMUM QUALIFICATIONS

- A high school diploma or equivalent.
- Proficiency with Microsoft Windows and programs.
- Capacity to learn the court-specific software programs.
- Sound judgment and ability to maintain confidentiality.
- Two (2) years of progressively responsible clerical/administrative experience including the regular and recurring application of a body of rules, regulations, directives, or laws that involve specialized terminology, such as the type of experience gained from working in a law firm, bank and credit firm, insurance or real estate company.
- Some or all of the two years of required general experience may be substituted with education beyond the high school level.

PREFERRED QUALIFICATIONS

- Excellent oral and written communication skills.
- Organizational and multi-tasking skills.
- Professional maturity.
- Ability to interact respectfully and tactfully with all levels of customers
- Ability to work under pressure while managing a variety of duties and projects requiring accuracy and attention to detail.
- Previous experience in bankruptcy or a legal field and familiarity with the court's CM/ECF system.
- Education above the high school level from an accredited institution or a paralegal degree.

APPLICATION PROCESS

Submission to: jobs@nynb.uscourts.gov of the following, as a single PDF file, is required:

- Cover Letter;
- Resume;
- Names, addresses, and telephone numbers of three professional references; and
- AO78 Application for Judicial Branch Employment

Submission of an AO78B Voluntary Race/Ethnicity, Gender, and Disability Identification is requested, but not required.

AO78 and AO78B Forms are available at: <https://www.uscourts.gov>

Only those applicants selected for an interview will be contacted. No phone calls please. Participation in the interview process will be at the applicant's own expense. The Court will not pay for relocation expenses. The United States

Bankruptcy Court, Northern District of New York reserves the right to modify the conditions of this job announcement; to withdraw the job announcement or to fill the position earlier than the closing date. Any of which may occur without prior written notice. If a similar position within the Bankruptcy Court Clerk's Office opens within 60 days of the closing date of this announcement, applicants under this announcement will be considered without further advertisement and competition. Incomplete applications will not be considered



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