



James T. Foley U.S.
Courthouse
445 Broadway
Albany, NY 12207

www.nynb.uscourts.gov

Federal Benefits Include:

- Paid Annual Leave
- Paid Sick Leave
- 11 Paid Holidays
- Retirement Benefits
- Thrift Savings Plan (TSP), a 401(k)-styled program with a government matching contribution
- Paid Parental Leave

Optional Benefits Include:

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

CAREER OPPORTUNITY

United States Bankruptcy Court
Northern District of New York

Position:	Case Administrator
Vacancy No.:	24-ALB-01
Classification:	CL 24 – CL 25
Starting Salary:	CL 24 – \$44,689 - \$55,420* CL 24 Salary Range – \$44,689 - \$72,683
Promotional Target Starting Salary Range:	CL 25 – \$49,375 - \$61,212 CL 25 Salary Range – \$49,375 - \$80,255
Status:	Full Time
Duty Station:	Albany, New York
Open Date:	March 5, 2024
Close Date:	Open Until Filled

*Starting salary dependent on qualifications and experience. Promotional potential to CL 25 without further competition.

INTRODUCTION

The U.S. Bankruptcy Court for the Northern District of New York seeks a Case Administrator to work in the Clerk's Office located in Albany, New York. The position reports to the Operations Supervisor. A Case Administrator performs operational, financial, clerical, courtroom services, and administrative functions and works in a team setting. The ideal candidate will 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 quality control of documents filed electronically by external users via Case Management/Electronic Case Filing (CM/ECF) system.
- Reviews filed documents for conformity with Federal and Local Rules of Bankruptcy Procedure.
- Receives documents for filing at the public counter and through the mail.

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.

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

- Generates/Prepares documents and electronically files them via CM/ECF.
- Monitors filings for completion of required procedural steps.
- Assists external users of the CM/ECF system.
- Processes incoming and outgoing mail and maintains daily log.
- Performs cashier and reconciliation duties, which include receipt of filings fees and maintenance of daily logs.
- Answers inquiries from the public via telephone, public intake counter, Teams Video and Remote Operations Center transmissions.
- Provides information to judicial staff, attorneys, other federal agencies, and the public regarding procedures and certain case-related information.
- Serves as backup 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.

MINIMUM QUALIFICATIONS

- High School diploma or equivalent.
- Proficiency with Microsoft Windows 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.
- Strong communication skills.
- Strong organizational skills.
- Professional maturity.
- Strong customer service skills.
- Ability to work under pressure while managing a variety of duties and projects requiring accuracy and attention to detail.

PREFERRED QUALIFICATIONS

- Previous experience in bankruptcy or a legal field.
- Familiarity with CM/ECF.
- A degree from an accredited institution.

APPLICATION PROCESS

Submit the following, as a single PDF, to: jobs@nynb.uscourts.gov

- A Cover Letter of Interest and Current Resume;
- Names, addresses, and telephone numbers of three professional references; and
- A completed [AO 78 Application](#) for Judicial Branch Employment.

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.