



**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF HAWAII**

**VACANCY ANNOUNCEMENT  
NO. 2021-01**

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Position:	<b>CASE ADMINISTRATOR</b>
Classification Level:	Court Personnel System (CPS) Classification Level 24/25
Terms of Employment:	Full-time, excepted service permanent position
Starting Salary Range:	\$44,000 - \$78,988 (19.56% Locality Pay Included, plus non-taxable Cost of Living Adjustment (COLA) – currently 10.28%, subject to change annually), Hawaii – Table HI. Starting salary commensurate with experience and qualifications in accordance with guidelines of the Administrative Office of the United States Courts and court budget
Position Location:	Clerk’s Office United States Bankruptcy Court, District of Hawaii 1132 Bishop Street, Suite 250 Honolulu, Hawaii
Number of Positions:	1
Closing Date:	Position open until filled. Priority consideration will be given to applications received by <b>December 1, 2021</b>

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The Clerk’s Office of the United States Bankruptcy Court is a career-oriented organization focused on providing exceptional service to the court, members of the legal community, and the public. We currently are seeking applicants for a full-time **Case Administrator** position.

The Case Administrator reports directly to the Chief Deputy and is primarily responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition, in accordance with applicable statutes, rules, and procedures. The Case Administrator performs docketing, manages the progression of cases, maintains official case records, monitors the completion of required procedural steps, prepares case documents for appeal, reviews filed documents to determine conformity and takes appropriate actions, ensuring that all orders and automated entries are appropriately and accurately docketed. The Case Administrator may also perform other office duties as needed.

## **Representative Duties**

- Manage court cases from opening to closing to ensure timely progression through the court. Review, identify and research the accuracy, timeliness and quality of data entered into the official case record.
- Create and process new cases and proceedings upon receipt of initiating documents, such as bankruptcy petitions and complaints. Docket initial opening events.
- Scan and enter in the court's case management system (CM/ECF) documents submitted on paper.
- Perform quality control of online filings, ensuring entries are properly identified and readable, conform with rules and court procedures, and are appropriately linked for proper case management.
- Perform edits and corrective actions to ensure the accuracy of data and records. Work directly with users to explain the causes of errors found in actions necessary to prevent recurrence.
- Close cases upon filing of terminating documents, such as trustee final reports and accounts, required certifications by debtors, and other orders and judgments.
- Process notices of appeal and appeal-related documents; monitor records on appeal and submit the certificate of record to the appellate court when the record is complete.
- Make copies of records for attorneys, debtors, creditors, and others. Certify court documents.
- Provide CM/ECF help-desk assistance and other customer service duties in person and by phone and email.
- Accept, receipt, and reconcile payment of filing and other fees.
- Operate a variety of office and courtroom equipment.
- Record and log court proceedings; process requests for audio recordings and transcripts of hearings and trials.
- Perform other duties as needed, such as those related to finance, procurement, property management, and courtroom duties.

## **Qualifications**

- A general understanding of legal matters and court procedures.
- Ability to communicate effectively, both orally and in writing.
- Skill in use of Office 365 applications (Word, Excel, and PowerPoint) and Adobe Acrobat.
- Excellent customer service skills and ability to interact with a wide variety of people tactfully and courteously.
- Ability to work effectively as part of a team, assisting co-workers and demonstrating a willingness to complete a wide variety of tasks as needed.

## Preferred Qualifications

- Operational experience in a federal court.
- Law or paralegal degree or certification, a degree or certification in judicial or public administration, or specialized experience obtained in a law office, government agency, or other court system.
- Working knowledge of legal terminology and familiarity with federal bankruptcy law, rules, and procedures.
- Operational experience with the Bankruptcy CM/ECF case management system.
- Proficiency in working with PDFs, including creating and editing forms.

## Benefits

Although Federal Government Civil Service classifications/regulations do not apply, court employees are entitled to similar benefits as other Federal Government employees. These benefits include participation in the Federal Employees' Retirement System (FERS), a three-tier system which includes the Social Security Retirement Program, a basic pension benefit and the Thrift Savings Plan (similar to a 401k plan with employer matching contributions), as well as Federal Employees' Health, Dental and Vision Benefits, Federal Employees' Group Life Insurance and Long-Term Care Programs, Flexible Benefits Program, paid holidays and annual/sick leave accrual. See the United States Courts website for an overview of [Federal Judiciary benefits](#).

## Employment Requirements

The Bankruptcy Court falls within the Judicial Branch of the United States Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. As such, employment may be terminated by either the employer or the employee with or without cause.

- Applicants must be United States citizens, lawful permanent residents actively seeking citizenship, or otherwise eligible to work in the United States.
- The selected candidate will be subject to a background check as a condition of employment and will be hired provisionally pending successful completion of the background check. Unsatisfactory results may result in termination of employment.
- The ability to maintain confidential information and abide by Judiciary ethical standards; all court employees are required to adhere to the *Code of Conduct for Judicial Employees*.
- Electronic Funds Transfer (EFT) for payroll deposit is required.
- **The selected candidate must be fully vaccinated against the COVID-19 virus by commencement of employment.** Full vaccination against COVID-19 occurs two weeks after a person has received the second dose of the Pfizer or Moderna vaccine or two weeks after a person has received a dose of the Johnson & Johnson vaccine, unless a different standard is issued by the Centers for Disease Control and Prevention (CDC).

## **Application Process**

Each of the following must be submitted with all items included in a single PDF:

1. Letter of interest;
2. Current resume;
3. Completed and signed “**AO-78 Judicial Branch Application for Employment**” (Form may be downloaded from <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>); and
4. Three professional references with contact information. Please note that submission of these references is the applicant’s consent to those references being contacted.

Application packages must be emailed to: [hr@hib.uscourts.gov](mailto:hr@hib.uscourts.gov) with the subject line, “**Case Administrator #2021-01, (your name)**” and will not be considered complete unless **all** items have been received. Incomplete application packets will disqualify applicants from further consideration. Priority consideration will be given to the application packages received by **December 1, 2021**. The court will only communicate with those individuals who will be invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status. Interview and relocation expenses will not be reimbursed.

The United States Bankruptcy Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position earlier than the closing date, any of which may occur without prior written notice. Future vacancies may be filled without future advertisement.

*THE BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER*