

U.S. Bankruptcy Court-Eastern District of California

Vacancy Announcement 25-03

Case Administrator I



Sacramento, California

www.caeb.uscourts.gov



Position Details

Starting Salary Range: \$49,061-\$79,736 (CL 24) with Promotion Potential to CL 25 without further competition.

**Starting salary commensurate with experience, education, previous federal work experience, and guidelines of the Administrative Office of the U.S. Courts. Candidates generally start in the low salary range.*

Closing Date:

December 31, 2025

Benefits:

- 11 Paid Holidays per year
- Accrual of paid vacation and sick leave
- Federal Employee Retirement System (FERS)
- Thrift Savings Plan (TSP)
- Health Insurance
- Dental, Vision & Life Insurance
- Flexible Spending Accounts

For more information about benefits go to: www.uscourts.gov

The *United States Bankruptcy Court for the Eastern District of California* is seeking applicants for a full-time Case Administrator position in the Clerk of Court's office in our Sacramento division. The position offers an excellent opportunity to start or continue a career in federal service. The court offers a stable, friendly, and professional work environment with a Monday - Friday, 40 hour per week work schedule. Upon successful completion of training, occasional telework may be allowed. This is a full-time permanent position with promotion potential up to CL 25 without further competition.

The Case Administrator reports to the Division Manager. Once fully developed, the incumbent will provide a wide range of support to judges, attorneys and the public. The Court is a dynamic organization utilizing a team based approach where members are expected to participate and provide input on a regular basis.

DUTIES AND RESPONSIBILITIES

- Manage the progression of bankruptcy cases and related adversary proceedings from the case opening to final disposition by maintaining official case records, monitoring for completion of required procedural steps, and performing various functions in accordance with approved internal controls, procedures, and rules
- Perform intake duties: receive and review incoming court documents for conformity with federal and local rules, initiate new cases, perform financial transactions, manage archiving/records matters, and collect appropriate fees
- Review and ensure the accuracy, timeliness, and quality of data entered into the Case Management/Electronic Case Files (CM/ECF) database
- Prepare, analyze, and ensure the accuracy of various case management reports
- Provide appropriate case information to the general public, members of the bar, and other parties involved in bankruptcy cases over the telephone, in writing, or at the intake counter

MINIMUM QUALIFICATIONS

In order to qualify for this position at the CL-24 level, the applicant must be a high school graduate or equivalent and must have a minimum of one year of specialized experience. Specialized experience is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of computer skills and use of specialized terminology, and a demonstrated ability to apply a body of rules, regulations, directives or laws. A professional demeanor is required. This position is eligible for promotion to the CL 25 level upon successful training certification.

Disclosures:

-The Court reserves the right to modify the conditions of this announcement, or to withdraw the announcement, which may occur without prior written or other notice.

-Only qualified applicants will be considered and participation in the interview process will be at the applicant's own expense. Relocation expenses will not be provided.

-Court employees serve under "Excepted Appointments" and are considered "at will" employees exempt from Federal Civil Service classifications and regulations. CA employment laws also do not apply.

-Court employees are subject to a Code of Conduct. A copy can be found on the *Jobs>Your Employee Rights and How to Report Wrongful Conduct>Judicial Conduct and Disability Act* section of the court's website.

-The selected candidate must successfully complete an initial ten-year background investigation and every five years thereafter will be subject to an updated investigation like the initial one. All information provided is subject to verification and background investigation. False statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

-Applicants must meet citizenship requirements to work for the United States government. Requirements can be found through the *Careers>Employment Information>Disclosures* section of the court's website at www.caeb.uscourts.gov.

-Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.

PREFERRED QUALIFICATIONS

The ability to communicate effectively, exercising good judgment and tact; the ability to interact with the public in a professional and courteous manner and work harmoniously with others in a team-based organization; the ability to organize time and work effectively, balancing the demands of workload responsibilities and deadlines; and the ability to think critically and apply emotional intelligence in all situations.

Preference will be given to candidates who possess the following:

- Knowledge of Microsoft Office Suite and experience with virtual meeting platforms such as Microsoft Teams or Zoom.
- Ability to communicate information clearly and professionally with a variety of people, including Judges, court personnel, attorneys, and pro se litigants.
- Accuracy, attention to detail, and the ability to exercise sound independent judgment.
- Ability to take initiative and work without direct supervision.
- The ability to work effectively as a part of a team, assisting co-workers and demonstrating a willingness to complete a wide variety of tasks as needed.
- Court or legal experience (familiarity with the legal system/legal terminology)
- Bachelor's degree or paralegal certificate.
- Current or prior judiciary experience.
- Knowledge of CM/ECF, the Judiciary's automated case management system.

HOW TO APPLY

Qualified applicants must submit the following as one combined document, no later than 4:00pm on December 31, 2025:

- 1) An introductory cover letter
 - 2) A resume
 - 3) A completed Application for Judicial Branch Federal Branch Employment, form AO-78 (found at <https://www.caeb.uscourts.gov/Careers>) * For this vacancy announcement, you do not need to complete the optional background information – questions 18, 19, and 20.
- Attachments must be submitted as a Microsoft Word (DOC) or Adobe Acrobat (PDF) file. Other formats are not acceptable. Applications will only be considered complete when the required attachments, with the required information in the appropriate format, are received by Human Resources. Incomplete applications and/or attachments received after the closing date may not be considered in the recruitment process. Application materials can be submitted via e-mail to: **CAEB_HR @caeb.uscourts.gov**

Please reference 2025-03 in the Subject Line of your email