



UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF WASHINGTON

CASE ADMINISTRATOR I

ANNOUNCEMENT NUMBER

#18-01

ANNOUNCEMENT DATE

January 8, 2018

CLOSING DATE

February 2, 2018 or until filled

Join our dedicated team of professionals devoted to providing exceptional service to the Court, the public, and members of the legal community. This position is ideal for a detail oriented, self-motivated individual seeking a career in public service with rewarding work and opportunities for training and advancement.

The position is located in the office of the Bankruptcy Clerk of Court at the federal courthouse in Tacoma, Washington.

A case administrator performs a variety of functions in the Court and is responsible for maintaining and processing case information on the Court's electronic case docket. Duties include quality control of incoming court documents, providing excellent customer service in person, on the phone and online, cashiering and collecting appropriate fees, and processing mail.

QUALIFICATIONS

- A high school diploma or equivalent with a minimum of two years of general clerical work experience and one year of progressively responsible clerical or administrative experience.
- Education above the high school level may be substituted for required general experience.
- Ability to apply a body of rules, regulations, directives, or laws including the use of specialized terminology. This experience is commonly found in law firms, legal counsel offices, banking and credit firms, education institutions, insurances companies, corporate headquarters or human resources/payroll operations.
- Excellent oral and written communication skills.
- Demonstrated experience in word-processing, web based environments and data entry is preferred.
- Court experience, or experience in a legal environment, are a plus.
- Applicants must be U.S. citizens or eligible to work in the United States.

BENEFITS

- Ten paid holidays per year;
- Paid annual and sick leave;
- Subsidized medical coverage with pre-tax employee premiums;
- Group life insurance and long term care options;
- Flexible Benefits Program (pre-tax flexible spending for health care, dependent care and commuter/parking costs);
- Participation in the Thrift Savings Plan (similar to 401K plan with employer matching up to 5%).
- Participation in the Federal Employees Retirement System;
- Credit for service time in other federal agencies or the military.

SALARY RANGE

Court Personnel System Classification Level: CL-24 \$39,739 - \$64,586 DOE
Promotional potential to CL-25 without further competition (\$43,880 - \$71,354)

Mandatory electronic direct deposit of salary payments is required.

APPLICATION PROCEDURE

Qualified applicants should complete the following:

- Cover letter
- Resume
- Application for Judicial Federal Employment, [Form AO-78](#)

Please submit the items listed above in a **single PDF** to :
HR_WAWB@WAWB.USCOURTS.GOV with the subject line: Case Administrator I
Vacancy #18-01

See the Court's Website : www.wawb.uscourts.gov

Equal Opportunity Employer