



**United States Bankruptcy Court
Western District of Washington
700 Stewart Street, Room 6301
Seattle, WA 98101
www.wawb.uscourts.gov**

**Vacancy Announcement
#24-01**

Position: Case Administration Supervisor

Start Date: May 2024 (Approximate)

Salary Range: Court Personnel System (CPS)
CL-27, Step 1-61 \$64,980 to \$105,636

Position Type: Full-time, Permanent

Opening Date: April 5, 2024

Closing Date: Open Until Filled
Preference given to applications received by April 29, 2024

Area of Consideration: Nationwide

Position Overview

The United States Bankruptcy Court for the Western District of Washington is seeking a Case Administration Supervisor. The Case Administration Supervisor performs supervisory work related to the full range of case administration duties. The incumbent serves as a first-line supervisor over case administration, customer service, mail and payment processing, and records management. This position is located at the U.S. Courthouse in Seattle, Washington.

Representative Duties

The Case Administration Supervisor duties include, but are not limited to, the following:

- Supervise case administrators, including assigning, delegating, prioritizing, and reviewing work. Manage the daily case-related functions, assist in developing work standards, develop and conduct employee performance evaluations, and manage scheduling, leave and coverage. Conduct staff meetings. Train case administrators on policies, procedures, and internal controls. Make recommendations regarding employee appointments, promotions, and separations.
- Oversee receipt and review of incoming documents for conformity with federal and local rules. Monitor the timely and accurate progress of cases from opening to closing to ensure orderly and efficient movement through the court.
- Oversee mail management activities.
- Supervise cashiering, reconciliation, and bank deposit functions and review of mail and postage logs.
- Create, implement and monitor operational procedures, practices, systems, and techniques. Monitor the quality and completeness of official case records and other documents, ensuring compliance with requirements, regulations, and policies.
- Implement and monitor CM/ECF procedures, including automated case assignment, docketing, and calendaring. Coordinate activities with the chief deputy clerk, deputy in charge or operations staff of Tacoma office, and IT staff to ensure systems training and quality control of automated entries.

- Communicate and respond to management requests regarding case administration. Answer procedural questions for judges, staff, and the public. Provide customer service and resolve difficulties while complying with regulations, rules, and procedures.
- Perform other duties as assigned.

Qualifications

To be qualified for appointment to the position of Case Administration Supervisor, candidates must meet the following standards:

- A high school diploma or equivalent and at least two years of specialized experience. The specialized experience must include progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain skill in developing the interpersonal work relationships needed to lead a team of employees, the ability to exercise mature judgment, and knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved.
- Excellent oral and written communication skills.
- Strong customer service skills.
- Bankruptcy knowledge and court operations experience.
- Experience working in the court's case management system (CM/ECF).

Preferred Qualifications

- Experience supervising teams.
- Experience writing procedures and implementing policy.
- Experience training others in a one-on-one or group setting.
- Strong technical skills.

Benefits Information

Court employees are considered "at-will" and are not covered by the Office of Personnel Management's civil service classifications or regulations. They are, however, entitled to similar benefits as other federal government employees. These benefits include:

- Eleven paid holidays per year
- Paid annual and sick leave
- Subsidized medical coverage with pre-tax employee premiums
- Dental, vision, 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%) and Federal Employees Retirement System
- Flexible and alternative work schedules and telework options

More information about benefits can be found here: <https://uscourts.gov/careers/benefits>

Application Procedure

Applicants must submit: 1. a cover letter; 2. a Judicial Federal Employment Application, Form AO-78 <https://www.uscourts.gov/forms/AO078.pdf>; 3. a resume; and 4. a narrative statement consisting of not more than one page that describes the key skills and abilities the applicant brings to the position and their management style. Please submit application materials in a single PDF to hr_wawb@wawb.uscourts.gov.

The subject line should read: Case Administration Supervisor #24-01

This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify Human Resources at hr_wawb@wawb.uscourts.gov. The decision on granting reasonable accommodations will be made on a case-by-case basis.

Other Information

Applicant must be a U.S. citizen or eligible to work in the United States.

As a condition of employment, the selected candidate will be subject to an FBI fingerprint and background check. The selectee may be appointed provisionally, and retention will depend upon a favorable suitability determination of the background check. All information provided by applicants is subject to verification and background investigation.

The United States Bankruptcy Court requires employees to adhere to the Code of Conduct for Judicial Employees. Electronic fund transfer (direct deposit) participation for net pay is required.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.

See the Court's website at: www.wawb.uscourts.gov

Equal Opportunity Employer