



**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF KENTUCKY**

**VACANCY ANNOUNCEMENT  
20-03**

**Position: Case Administrator I/II**

**Opening Date: August 14, 2020**

**Closing Date: September 4, 2020 or until filled**

**Location: Lexington KY**

**Salary Range: CL-24 – CL-25 (\$38,298 - \$68,808)**

**Depending upon qualifications and experience, education and salary history.**

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**Position Overview:**

The U.S. Bankruptcy Court for the Eastern District of Kentucky is accepting applications for the position of Case Administrator. The position is based in the Lexington, KY office. This position will report to the Operations Manager.

**Required Minimum Qualifications:**

Applicants must be a high school graduate, or equivalent, with a minimum of two years specialized experience. Applicants must possess exceptional computer skills and the ability to follow instructions and procedures. Applicants must be team players who are dependable, detail oriented, and able to work in a multitasking and fast-paced environment with a demand for accuracy and quality assurance. Position encompasses a great deal of responsibility and requires mature, self-motivated person with a professional attitude. Applicants must possess exceptional communication skills as frequent contact with a wide variety of individuals within and outside the judiciary is required.

**Preferred Qualifications:**

Bachelor's degree from an accredited four-year college or university in a related area is preferred. Knowledge of clerk's office case management procedures, court's local rules and general orders is preferred. Broad knowledge of Microsoft Word, Excel, Adobe Acrobat, Internet browsers, automated case management systems and scanning equipment are desirable.

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**Representative duties:**

- Responsible for managing the progression of cases and adversary proceedings from opening to final disposition by maintaining official case records in the Case Management/Electronic Case Filing (CM/ECF) automated system.
- Receive and review incoming documents for conformity with applicable rules and procedures and taking appropriate action as needed.
- Administer cases, including opening new cases, preparing and issuing forms and notices, and docketing and serving orders and notices and other pleadings.
- Monitor case progression including the completion of required procedural steps.
- Perform necessary quality assurance.

- Provide answers to public inquiries regarding court procedures, case status, and filing using the court's CM/ECF system.
- Assist with courtroom support.
- Perform other duties as assigned.

### **Salary and Benefits:**

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The actual pay level will be established on the basis of the successful applicant's qualifications and experience in accordance with the Court Personnel System of the U.S. Courts. The position does not carry the tenure rights of positions in the competitive Civil Service. Other federal government benefits (e.g., leave, holidays, life and health insurance, long-term care insurance, flexible spending accounts and retirement benefits) are applicable. The position also is subject to mandatory Electronic Funds Transfer participation of net pay.

### **Conditions of Employment:**

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Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.

The successful candidate for the position is subject to a background clearance which includes fingerprinting.

All court employees are *at will*, and therefore the selected candidate may be removed from this position at any time and for any or no reason.

### **Miscellaneous:**

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The United States Bankruptcy Court Eastern District of Kentucky is an Equal Opportunity Employer and has adopted an EEO/Employment Dispute Resolution Plan.

The Court reserves the right to modify the conditions of this vacancy announcement at any time, or withdraw it, without prior notice. Travel to interview and relocation expenses will not be reimbursed.

### **Application Procedures:**

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An Application for Judicial Branch Employment (From AO-78) is available on the Court's website at [www.kyeb.uscourts.gov](http://www.kyeb.uscourts.gov). In a cover letter accompanying a detailed resume and an [AO-78 Application for Judicial Branch Employment](#), please specify how you satisfy the qualifications listed above. Applicants may submit application material via .PDF format in a single document to [HR@kyeb.uscourts.gov](mailto:HR@kyeb.uscourts.gov).