



**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF IOWA**

CAREER OPPORTUNITY

Position: Case Administrator II (2020-01)

Duty Station: Des Moines, Iowa

Position Term: Full Time

Salary Range: CL 25/1 – CL 25/61 (\$42,302 - \$68,808)
(Commensurate with qualifications and experience)
Promotion potential to CL 26 without further advertisement

Application Opening Date: February 5, 2020

Application Closing Date: Open until filled; preference given to applications received by February 28, 2020

Position Summary

The U.S. Bankruptcy Court for the Southern District of Iowa is seeking an experienced and highly qualified Case Administrator II. This position is located in the Bankruptcy Clerk's Office in Des Moines, Iowa and reports to the Chief Deputy. Incumbents in this position manage the progression of bankruptcy cases and related adversary proceedings from opening to final disposition, in accordance with approved internal controls, procedures, and rules. The broad range of duties include independently reviewing and taking appropriate action on motions and other legal pleadings, docketing orders and notices, finalizing documents for electronic filing, and researching procedural questions. This job entails a high level of knowledge and complexity regarding court and/or courtroom operations. The employee is part of the Clerk's Office and will be required to work independently and as part of a team with Judicial Chambers and Clerk's Office staff. The right

candidate will excel in learning processes and procedures and will be able to assist the public on complex issues in a friendly and professional manner.

Summary of Representative Duties

- Perform case management and/or intake duties as well as some paralegal tasks. Identify and process bankruptcy cases, adversary proceedings, and appeals. Take on special assignments as needed.
- Identify emergency motions and documents that require special handling and refer them to appropriate personnel with minimum delay.
- Review legal documents submitted to the court for accuracy, compliance with court procedures, and conformity with federal rules. Recognize urgent or unique matters and undertake special handling requirements.
- Monitor deadlines, prioritize tasks, and determine need for action by the judge. Prepare necessary documents for judge review.
- Docket orders, notices, and opinions in the court's electronic case management system.
- Act as liaison between the clerk's office, the bar, the public, and the judges to ensure that cases proceed smoothly and efficiently.
- Provide top quality service to our internal and external customers.
- Perform other duties as assigned.

Qualification Standards

To qualify for this position, an applicant must be a high school graduate or equivalent. A paralegal certificate or a bachelor's degree from an accredited college or university in a related area is highly preferred, but not required.

In addition, a prospective candidate should have a minimum of two years of specialized experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws during the course of performing his or her duties. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Applicable experience should also include a positive customer service orientation, record-keeping, and regular use of a computer and other office equipment. The ability to professionally represent the Court in communications with attorneys, trustees, debtors, and the public is required. Candidates must have a performance history that demonstrates the ability to work well under pressure, learn diverse procedures, and to effectively organize work, problem solve, and work independently and with a team. The ability to handle a large volume of work is desired, as are accurate data entry skills and skill in the use of automated systems. Good proofreading skills are essential. Experience in a federal court or legal setting is desired, but not required.

The successful candidate must also possess excellent written and verbal communication skills, interpersonal and customer service skills, and unquestioned integrity with a positive 'can do' attitude.

Employee Benefits

Federal benefits include paid holidays, vacation and sick leave, health, dental and vision benefits and life insurance, long-term care insurance, retirement benefits, and a tax-deferred savings plan. This position is subject to mandatory electronic funds transfer (direct deposit) participation for payroll.

Miscellaneous

Candidates 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.

Employees will be hired provisionally pending the results of a complete background investigation, which will include a criminal history and fingerprint check. As a condition of employment, employees may be subject to an updated background check every five years.

All positions in the Clerk's office are Excepted Service Appointments and are "at will" and may be terminated with or without cause by the Court.

Procedure for Applying

The most qualified applicants will be invited to one (or more) personal interviews with the Court. Persons selected for interviews will be required to travel to the designated location at their own expense. The court is not authorized to reimburse candidates for travel or relocation expenses.

To be assured consideration for this position, qualified applicants must submit the following:

- Cover letter addressing qualifications and relevant experience
- Resume with three professional references
- Completed [form AO78 Application for Judicial Employment](#)
- Answers to these supplemental questions:
 1. What are the three most important attributes or skills that you believe you would bring to our organization?
 2. What do you do to ensure accuracy in your daily work?
 3. Give an example of a time when you had to solve a problem. Describe the problem, and the steps you took to solve it.

Application materials must be submitted as a single PDF file to: IASB_HR@iasb.uscourts.gov

The Bankruptcy Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date without prior written notice. Incomplete applications, as well as those not submitted electronically, will not be considered. Only those applicants selected for interview will be contacted.

The United States Bankruptcy Court is an Equal Opportunity Employer and welcomes diversity.