



# U.S. BANKRUPTCY APPELLATE PANEL FOR THE NINTH CIRCUIT

## VACANCY ANNOUNCEMENT

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<b>POSITION:</b>	<b>Case Administrator</b>
<b>LOCATION:</b>	Pasadena, CA
<b>CLASSIFICATION LEVEL/SALARY RANGE:</b>	CL 24 (\$40,595 – \$66,032) <i>Depending on experience and qualifications.</i>
<b>CLOSING DATE:</b>	Open until filled <i>Priority given to applications received by August 22, 2017.</i>

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### ABOUT THE COURT

Headquartered in Pasadena, the Bankruptcy Appellate Panel hears appeals from the bankruptcy courts located throughout the Ninth Circuit. The Pasadena federal courthouse is conveniently located just off the 210 and five minutes from the 110 in Old Pasadena, with parking directly across the street.

For information about the federal court system, please visit: <http://www.uscourts.gov/>

For information about the Ninth Circuit BAP, please visit: <http://www.ca9.uscourts.gov/bap/>

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### POSITION SUMMARY

This position is located in the Bankruptcy Appellate Panel Clerk's Office in Pasadena and reports to the Bankruptcy Appellate Panel Clerk of Court. Representative duties include:

- Responsible for managing the progression of cases 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 form orders 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.

- Assist with the calendaring process including creation of calendar panels in CM/ECF, creating and issuing calendar notices, and serving as courtroom deputy for oral argument calendars.
- Provide answers to public inquiries regarding court procedures, case status, and filing using the court's CM/ECF system.

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## **QUALIFICATIONS**

Applicant must be a high school graduate or equivalent, and have one to three years of progressively responsible administrative experience.\* In addition, the successful candidate must also demonstrate or possess:

- Working knowledge of Windows-based and browser-based applications.
- Proficiency in word processing applications and PDF documents.
- Excellent communication and interpersonal skills.
- Self-motivated and eager to learn with a public service orientation.
- Ability to manage assigned duties and special projects while balancing the demands of varying workload responsibilities.
- Flexibility, strong organizational skills and accurate attention to detail.
- Capacity to synthesize complex information, exercise independent sound judgment, and solve problems.
- Ability to work well in a team environment and interact professionally with all segments of the legal community and public.

\* Defined as requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

## **PREFERRED QUALIFICATIONS**

- Bachelor's degree from an accredited college or university in a related field of study.
- Experience working in a court, legal or public administration field.

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## **BENEFITS**

- Federal pension plan **and** optional employer-matching Thrift Savings Plan (similar to a 401k).
- 10 paid holidays per year; up to 13 days of paid vacation for the first three years, increasing with tenure thereafter; 13 sick days accrued per year.
- Choice of a variety of employer-subsidized federal health and life insurance plans; optional dental, vision, long-term care coverage.
- Flexible spending account allows you to pay out-of-pocket health and dependent care expenses with tax-free dollars.
- Mass transit subsidy.

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## CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or a permanent resident in the process of applying for citizenship. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the Court. Employees will be hired provisionally pending the results of a background investigation and fingerprinting, and are subject to a probationary period. Employees are subject to *The Judicial Code of Conduct*. Direct deposit of pay required. The U.S. Courts are an Equal Opportunity Employer.

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## TO APPLY

Please submit a resume and a detailed cover letter which clearly demonstrates why you are the best person for this position, along with 3 references to: [BAP@ca9.uscourts.gov](mailto:BAP@ca9.uscourts.gov) by **August 22, 2017**.

Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice. Applicants scheduled for interviews should advise the Human Resources department if any accommodation will be necessary to interview, must travel at their own expense, and relocation expenses will not be reimbursed.

The Court reserves the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written or other notice.