

## UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF TEXAS



### **Vacancy Announcement 24CMSA2–CASE MANAGER I (SAN ANTONIO, TEXAS)**

**Closing Date: Open until filled. Priority given to resumes received by November 29, 2024**

**Starting Salary Range: \$44,034 – 55,068\***

\*The salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts. This range may be adjusted for experienced Judiciary transfers.

The United States Bankruptcy Court for the Western District of Texas is seeking qualified candidates for a full-time Case Manager I in our San Antonio Office. The clerk's office has over 30 employees in four divisions that include Austin, El Paso, San Antonio and Waco. The clerk's office serves five Judicial Officers and their staff.

The incumbent manages the progression of bankruptcy cases and related proceedings from case opening to final disposition. The incumbent supports the courtroom by serving as an Electronic Recording Operator.

The incumbent performs docketing, monitors the completion of the required procedural steps, and performs necessary noticing and administrative tasks. The Case Manager I prepares case documents, reviews filed documents to determine conformity, takes appropriate action, and ensures that all orders and automated entries are appropriately and accurately docketed.

Ideal candidates will possess:

- A dedication to public service and a desire to help others through the delivery of excellent customer service.
- Proven ability to collaborate with others effectively to accomplish tasks and solve problems.
- A record of reliability, productivity and producing quality work.

#### **Primary Responsibilities**

- Provide information, forms, and electronic case filing (ECF) instruction to external customers. Inform customers of required fees. Receive payments and issue receipts. Secure funds in cash register. Balance cash drawer at the end of the day. Process credit card payments.
- Open cases in case management system and process initial case assignments. Scan and docket initial opening events. Sort, classify, and file case records.
- Review, identify, and research the accuracy, timeliness, and quality of data entered into the case record.
- Prepare and analyze required reports to ensure that all case files and related information are accessible and adhere to quality assurance standards. Make corrections to the case record to comply with local and national procedures. Process notices of appeal and appeal-related documents.
- Run miscellaneous daily reports and examine cases on a regular basis for discharge and closing, ensuring that all procedures completed. Research local rules and the Operations procedures.
- Communicate effectively with customers, assist attorneys and the public with questions regarding bankruptcy procedures, status of cases and dates and locations of hearings, without giving legal advice.
- Perform electronic recording duties in the courtroom.
- Provide backup coverage for team members and other departments as required.

**Minimum Requirements:**

Candidate must be a high school graduate or equivalent. Experience required includes a minimum of two years of current demonstrated experience in an administrative role that demonstrates the ability to read and understand complex procedures and guidelines. Excellent customer service skills. The candidate should possess the proven ability to excel in a collaborative work setting. A professional demeanor and appearance appropriate for a law or professional office environment.

The ideal candidate must possess excellent computer proficiency. Accurate data entry skills and proof-reading skills are essential. Ability to learn new software programs, work with electronic files and various applications. An aptitude for quality assurance is a necessary. Ability to write grammatically correct sentences and compose business correspondence. The candidate must have the ability to exercise mature judgment and the ability to communicate clearly in order to interact effectively with the public and staff, providing good customer service and resolving difficulties efficiently.

Additionally, we are looking for a candidate who can work with the public on complex issues in a friendly and professional manner.

**Preferred qualifications:**

Bankruptcy knowledge, experience with CM/ECF and E-Orders, and courtroom experience. The preferred candidate will be able to demonstrate a successful employment history in administrative roles in a legal environment.

**Additional Information:**

Federal Judiciary employees are at will and are not subject to the employment regulations of competitive service. Employees are required to adhere to the Code of Conduct for Judicial Employees. Employees undergo an initial background check. Appointments are provisional and contingent upon the satisfactory completion of a background check. A negative finding may result in termination of employment. Updates are required every five years. Applicants must be a U.S. Citizen or lawful permanent resident actively seeking citizenship. Travel for the interview and relocation expenses will not be reimbursed. All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

**Employee Benefits:**

For information about federal benefits, please visit: [Judiciary Benefits](#)

Qualified applicants are required to submit their documents using our [HR Employment Application System](#).

**Helpful Hints:**

- All applicants are required to submit a cover letter, resume, a completed Federal Judicial Branch Application for Employment (AO 78), a copy of their most recent performance review **OR** two **letters of recommendation** (not a list of referrals).
- AO78 Federal Judicial Branch Application for Employment can be obtained at [HERE](#).
- Address the cover letter to Patty Nelson, Employee Relations Officer.
- Priority review for all applications completed and entered in the system by 3pm central time on Friday, November 29, 2024.
- Only candidates selected for an interview will be contacted.

**Incomplete applications will not be considered.**

**The United States Bankruptcy Court is an Equal Opportunity Employer**