



**UNITED STATES BANKRUPTCY COURT  
Office of the Clerk  
District of Nevada**

**EMPLOYMENT OPPORTUNITY**

**Position Title: CASE ADMINISTRATOR DEPUTY CLERK  
FULL-TIME, EXCEPTED SERVICE**

Announcement Number: 08-07-09NVB  
Date of Announcement: July 11, 2008  
Closing Date for Applications to be Received: Open Until Filled  
(Preferential consideration will be given to applications received by August 8, 2008)  
Classification Level/Salary Range: CPS CL 25 (\$36,022 - 45,040)  
(Starting salary subject to qualifications)

The position is located in the U.S. Bankruptcy Court clerk's office in Las Vegas, Nevada. The incumbent manages the progression of bankruptcy cases and related adversary proceedings from opening to final disposition by maintaining the official case records, monitoring the completion of the required procedural steps, and performing docketing, intake, file review, noticing, administrative and clerical tasks.

**Representative Duties**

Utilizes the Case Management/Electronic Case Filing (CM/ECF) docketing system, makes entries on the docket of all documents and proceedings. This includes, but is not limited to, such things as: pleadings, motions, applications, complaints, responses, replies, answers, minutes, and orders.

Manages cases to ensure timely progression. Ensures that all imaged documents are appropriately linked. When delays are noted, takes appropriate action such as scheduling a status conference and/or notifying appropriate court officials.

Maintains the matrix mailing system which includes addresses and nature of addressee, i.e., creditors, attorney or others.

Receives and reviews incoming documents to determine conformity with appropriate rules, practices

and/or court requirements, including bankruptcy petitions and adversary proceedings.

Prepares form judgments and orders for signature including discharge of debtor.

Informs parties when a judgment or appealable order is entered on the docket, and processes the appeal.

As required, arranges for hearings on interim and final fee applications by all parties entitled to fees.

In asset cases receives and reviews all final reports and final accounts and certifications from the United States trustee that the estate has been fully administered.

Prepares and sends notice to the Bankruptcy Noticing Centers of filing of final account.

Upon submission of a final account and application for final decree and discharge of trustee from the United States trustee, initiates action to prepare the case for closing.

Prepares cases for closing by such actions as examining files to ensure that all necessary orders were entered and proceedings completed, reviewing case files and case dockets for accuracy and completeness.

Prepares closing orders for judge's signature.

Completes statistical closing reports.

Files documents meeting requirements.

Prepares and processes notices of events and hearings in bankruptcy cases for BNC mailing.

Collects appropriate fees.

Assures assignment of case numbers and randomly assigns cases to judges.

Routes documents to proper offices/persons after acceptance.

Acts as receptionist, and furnishes information to a wide variety of persons within and outside of the court, both in person and by telephone.

Retrieves files and makes copies of records for court personnel, attorneys, and others. Operates a variety of copying and records equipment. Returns files to file system.

Prepares and ships records to the appropriate Federal Records Center. Also retrieves records from centers when needed.

Opens bankruptcy and adversary cases upon receipt of initiating documents.

Issues summons on involuntary petitions and adversary proceedings.

Processes case conversions from one chapter to another.

Notes action on the claims register of the filing of proofs of claim, and when orders are signed allowing, denying, reducing or expunging claims.

Processes notices of filing appeals and appeals records.

Performs intake duties. Acts as cashier. Performs scanning/imaging of documents.

Performs other duties as assigned (i.e. electronic court recorder duties).

**Mandatory Qualifications:** To qualify for the assignment of the duties of Case Administrator Deputy Clerk, applicants must have two years of general experience and two years of specialized experience including one year at the CL 24 level. For placement at salary levels above Step 1, at least two years specialized experience at or equivalent to work at a CL 24 level is required. A Clerical ability tests may be given to applicants, including a

***General Experience:*** Progressively responsible clerical, office, or other work which indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

***Specialized Experience:*** Progressively responsible clerical 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. (Specialized experience most applicable will have been obtained in a court or related legal field.)

**Preferred Qualifications:**

Broad knowledge of language usage, grammar, and spelling.

Good knowledge of the Bankruptcy Code and Rules and court procedures.

Detail oriented.

Thorough knowledge of the purpose and content of documents and events in bankruptcy and adversary cases to make timely and accurate docket entries and take appropriate actions.

Thorough knowledge of the interaction of the bankruptcy judges, the clerk's office, the U.S. trustee, the debtors, and the creditors in the process.

Ability to perform a wide variety of tasks on a number of cases and to handle a large volume of cases.

Skill in the use of automated systems (*skill and experience with automated docketing systems used in United States Bankruptcy Courts is preferred*).

Excellent interpersonal skills.

Excellent oral and written communication skills and professional demeanor.

Possess an understanding of the operational processes in the court environment.

Note: THE APPLICANT CHOSEN FOR THIS POSITION WILL BE GIVEN EXTENSIVE TRAINING IN CM/ECF

DOCKETING AND OTHER CASE ADMINISTRATION/GENERALIST DUTIES. THE INCUMBENT WILL BE EXPECTED TO BE SUCCESSFULLY PERFORMING THE CASE ADMINISTRATION DUTIES WITH A MINIMUM OF ERRORS WITHIN 6 MONTHS OF APPOINTMENT OR BE SUBJECT TO TERMINATION.

**Information for Applicants:**

Benefits include: participation in health, life, and long-term disability insurance programs; participation in a retirement program; paid holidays; and annual and sick leave accrual.

Employees of the United States Bankruptcy Court are EXCEPTED SERVICE appointments. Excepted Service appointments and Temporary NTE (not to exceed a specific date) appointments are "AT WILL" judicial employees, and as such, can be terminated with or without cause by the Court. Federal Government Civil Service classifications or regulations do not apply to U.S. Bankruptcy Court employees. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

ALL applicant information is subject to verification.

Due to the volume of applications received, the Court will only communicate with those applicants who may be interviewed based upon information given in completed applications for open positions.

The final candidate will be subject to a background investigation with law enforcement agencies.

Travel expenses for interview or relocation expenses will not be paid.

All new employees of the U.S. Courts must identify a financial institution for direct deposit of pay before appointment.

*One or more positions may be filled based upon this position announcement for openings which may occur within the next six months.*

**How to apply: You may obtain an Application for Employment form at “[www.nvb.uscourts.gov](http://www.nvb.uscourts.gov)”, by writing or calling (702) 388-6407, and submit an application with original signature to:**

**Human Resources Department  
UNITED STATES BANKRUPTCY COURT  
300 Las Vegas Blvd. South  
Las Vegas, Nevada 89101**

**Application Deadline:** Open Until Position Filled (Applications received by August 8, 2008, will be given preferential consideration)

*The 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 the personnel specialist. The decision on granting reasonable accommodations will be made on a case by case basis.*

**\*\*\*AN EQUAL OPPORTUNITY EMPLOYER\*\*\***