



DAN OWENS

Clerk of Court

Las Vegas Division
300 Las Vegas Blvd. S.
Las Vegas, NV 89101

Reno Division
300 Booth Street
Reno, NV 89509

CAREER OPPORTUNITY

UNITED STATES BANKRUPTCY COURT DISTRICT OF NEVADA

Position: Case Administrator I **Announcement #**26-01-09NVB

Classification Level: CPS 24. Starting salary dependent upon qualifications and experience.

Salary Range: \$45,659 - \$74,212

Location: Las Vegas, Nevada

Opening Date: January 30, 2026

Closing Date: Open Until Filled

First application review date February 13, 2026

POSITION OVERVIEW

The United States Bankruptcy Court for the District of Nevada is accepting applications for a Case Administrator I. This position performs various case related functions including maintaining and processing case information. The Case Administrator I serves as a records and reproduction clerk and/or case initiation clerk. This position includes promotion potential to a Case Administrator II based upon job performance.

Primary duties:

- Assists with informing customers of required fees, receiving payments and issuing receipts. Assists with securing funds in cash register, balancing cash drawer at the end of the day and processing credit card payments for filed documents.
- Opens cases in case management system. Docket initial opening events.
- Checks for prior or prohibited filing.
- Prepares case files for tracking records.
- Maintains the claims register.
- Prepares and processes notices for electronic or hard copy mailing.
- Assists with furnishing information to a wide variety of internal and external customers.
- Assists with answering telephone calls, waiting on customers at the intake counter and opening mail.
- Scans, copies, files, pick-up, sorts and processes mail. Processes e-mails received from electronic filers. Receives and stamps incoming documents.
- Prepares, proofreads and edits materials prepared by others for accuracy, etc.
- Perform other duties as may be assigned.

*The United States Bankruptcy
Court
is an equal opportunity
employer.*

QUALIFICATIONS

- High school diploma or equivalent.
- Two years of general experience, and one year of specialized experience is required. Experience with a federal (preferably bankruptcy court) or state court and/or familiarity with electronic case filing, especially the court's automated system. Specialized experience is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrates the ability to apply a body of rules, regulations, directives, or laws and involves routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation. Such experience is commonly encountered in court judicial systems, law firms, legal counsel offices, etc.

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement without prior written or other notice.

The successful candidate for this position is subject to an FBI fingerprint check (employment will be provisional and contingent upon the satisfactory completion of the required background investigation), will be required to adhere to a Code of Conduct, and is subject to mandatory direct deposit of federal wages.

Equity-Focused Employer

The United States Bankruptcy Court for the District of Nevada is an Equity focused employer. We value diversity and are committed to equity and inclusion in our workplace. The court encourages applications from all qualified individuals and seek a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

Applicants with disabilities:

If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit of the Clerk's Office at 702-527-7080. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

APPLICATION PROCEDURE

Applicants must submit the following:

1. **Cover Letter**
2. **Resume**
3. **Judicial Employment Application**

To apply: Email the requested items to denise_kirkling-styles@nvb.uscourts.gov

Please be sure to fully complete your application by providing all work history from the prior ten years. Attachments should be submitted as Microsoft Word (Doc) or Adobe Acrobat (PDF) files. Other formats are not acceptable.

Applications will be considered complete when all required attachments, in the appropriate format, are received by the Human Resources Department.