

**United States Bankruptcy Court  
Western District of Missouri  
Vacancy Announcement #01112018**



Position Title: Case Administrator I  
Salary Range: CL 24 (\$36,877 - \$59,934)  
CL 25 (\$40,720- \$66,215)  
(Grade based on qualifications and  
experience)  
Open Date: 01/11/2018  
Closing Date: 02/01/2018

The United States Bankruptcy Court for the Western District of Missouri is currently accepting applications for a **Case Administrator I**. This position will be located in Kansas City, Missouri at the intake counter.

The person holding this position will be responsible for transactions which occur at the front counter. This will include, but not be limited to: customer service; cashier duties; processing new cases and other documents; processing regular mail; and, other case administration duties; all in accordance with approved internal controls, procedures, and rules. The individual will work closely with the public, District intake clerks, the Bankruptcy case administrators, and will report to the Bankruptcy operations administrator.

**Primary Duties:**

Intake:

- Acts as a customer service representative, providing information to the public;
- Receives, reviews, files *new bankruptcy* and *adversary* cases filed by pro se parties;
- Receives, reviews, and files *other documents* filed by pro se parties;
- Reviews new cases and other documents filed electronically by attorneys; and,
- Receives and processes pro se payments.

Docketing:

- Opens pro se Bankruptcy and Adversary cases in CM/ECF upon receipt of initiating documents;
- Enters summaries of the pro se documents on the docket in CM/ECF;
- Enters Orders to Show Cause as needed for deficient documentation on new cases;
- Runs reports to assist with discharges and case closings;
- Assists in other case administration duties as time allows.

## Qualifications

The successful candidate must have the following:

- Strong interpersonal skills and the ability to communicate both verbally and in writing and to maintain confidentiality;
- Attention to detail;
- Good judgment and the ability to organize work to meet deadlines and complete multiple tasks in a timely manner;
- The ability to work independently but also to work as a team player in support of the Court's overall mission.
- Knowledge of and skill in the use of applicable automated systems, including Microsoft Office applications, combination scanner/printer/copy machines, and phone systems. Bonus: knowledge and use of the CM/ECF system;
- Knowledge of Bankruptcy legal terminology and forms.
- A Bachelor's degree is preferred but not required.

## Application Procedures

Qualified persons should submit all required documentation to be considered:

- Cover letter; and
- Current résumé
- AO 78 – Federal Application  
<http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

Application materials should be submitted by 02/01/2018 to the following address:

Charles Evans Whittaker Courthouse  
Attn: Michele Nelson  
400 E. 9<sup>th</sup> Street  
Kansas City, MO 64106  
Or by email:  
[michele\\_nelson@mow.uscourts.gov](mailto:michele_nelson@mow.uscourts.gov)