



## United States Bankruptcy Court Western District of Missouri

Position:	Case Administrator
Location:	Kansas City, Missouri
Vacancy #:	BKCA030325
Starting Grade/Range:	CL 24 (\$44,981 – \$73,106)
Promotional Opportunity:	CL 25 (\$49,688 - \$80,739)
Opening Date:	03/03/2025
Closing Date:	Open until filled

### Overview:

The United States Bankruptcy Court for the Western District of Missouri is currently accepting applications for a **Case Administrator**. This position will be located in Kansas City, Missouri. The person holding this position will be responsible for the administration of Bankruptcy Cases. This will include, but not be limited to, review of all filings in cases, entering orders and tracking deadlines, intake counter coverage, providing in-person and phone customer service, and other case administration duties all in accordance with approved internal controls, procedures, and rules. The individual will work closely with the public and other Bankruptcy case administrators and will report to the Bankruptcy Team Leader.

### Primary Duties:

- Reviews documents filed throughout a bankruptcy case, along with other documents filed electronically as assigned by the Bankruptcy Team Leader;
- Ensure timely progression of cases by establishing and monitoring deadlines and examining documents to determine appropriate follow-up;
- Receives, reviews, files new bankruptcy cases, adversary cases, and other documents provided by pro se debtors at the intake counter;
- Receives and processes pro se payments and mail;
- Enters Orders to Show Cause as needed for deficient documentation on new cases;
- Answers phones to assist attorneys, creditors and debtors with administrative questions;
- Regular and reliable attendance is required.

### 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 365 applications, combination scanner/printer/copy machines, and phone systems.
- Knowledge and use of the CM/ECF system;
- Knowledge of Bankruptcy legal terminology and forms.

- A Bachelor's degree is preferred but not required.

## **Conditions of Employment**

Selectee must pass a background check and be a United States citizen or meet Appropriations Act citizenship requirements for federal employment. (For non-U.S. citizens, please visit:

[https://help.usajobs.gov/index.php/Employment\\_of\\_Non-citizens](https://help.usajobs.gov/index.php/Employment_of_Non-citizens)

Court employees must adhere to all Judicial Conference regulations, must follow the policies outlined in the Guide to Judicial Policy, and are bound by the ethical standards established by the Chief Judge and the Code of Conduct for Judicial Employees. The United States District and Bankruptcy Courts and Probation and Pretrial Services Office are part of the federal judiciary.

## **Benefits**

The following benefits are available for this position:

- 11 Paid Holidays each calendar year
- Annual and Sick Leave
- Insurance Plans: Health, Dental, Vision, Life, Long-Term Care, Long-Term Disability and Flexible Spending Accounts
- Thrift Savings Plan (401k) (with up to 5% employer matching contributions)

## **APPLICATION PROCEDURE:**

Qualified applicants **must submit all the following documents** or they will not be considered:

- A cover letter;
- Your detailed resume;
- Completed AO-78 Application for Judicial Branch Federal Employment ([Application for Judicial Branch Federal Employment](#)); and
- Contact information for three professional references

## **Materials should be submitted to:**

Michele Nelson, WDMO  
Email: [Michele\\_Nelson@mow.uscourts.gov](mailto:Michele_Nelson@mow.uscourts.gov)