



UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW HAMPSHIRE
55 PLEASANT STREET, ROOM 200
CONCORD, NEW HAMPSHIRE 03301
603.222.2600
www.nhb.uscourts.gov

CASE ADMINISTRATOR (2019-02B)

Location:	Concord, NH	Salary Range:	\$41,302 to \$67,161*
Opening Date:	July 12, 2019	Closing Date:	August 2, 2019

The United States Bankruptcy Court for the District of New Hampshire is accepting applications for up to three full-time, permanent Case Administrators.

Position Description

Case Administrators perform various functions and are responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition in accordance with approved internal controls, procedures, and rules. Case administrators also serve as records management and case initiation clerks. They receive and review incoming court documents for conformity with federal and local rules, perform customer service, provide procedural information and collect court fees. Employees at this level also ensure that all orders, docket entries and documents are entered and completed accurately.

Position Duties

- Sort and file case records. Maintain integrity of the electronic and paper filing systems by such means as monitoring proper access to records and maintaining timely and accurate filing of documents. Retrieve files and make copies of records for court personnel, attorneys, and others. Maintain physical court files. Certify court documents and ensure data quality. Create and process new case files and/or open cases in case management system. Docket initial case opening events.
- Perform quality control on docket entries and maintain electronic court records. Accept, review and process documents. Review filed documents to determine conformity and take appropriate action, and follow up in accordance with applicable rules, practices, and filing requirements. Run and review case reports. Prepare correspondence regarding file inquiries, docket sheets, and other file request information. Process appeals and appeal-related documents. Make summary entries on all documents and proceedings. Assign claim numbers. Receive and docket documents.
- Operate a variety of copying and records equipment. Answer phones and assist callers or route calls, if appropriate. Assist the public in use of computerized databases. Provide basic information to the public, bar, and the court.
- Check for prior or prohibited filings. Monitor for release of exhibits and sealed documents. Verify and issue summonses. Verify attorney's authority to practice.
- 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.
- Prepare, ship, and retrieve records from the appropriate Federal Records Center. Scan, copy, file, pick-up, sort and process mail. Process e-mail received from electronic filers. Maintain the mail meter and meter log. Receive and stamp incoming documents.
- Draft and update written operational policies and procedures.
- Perform other duties as assigned.

Qualification Requirements

Exceptional customer service skills are required. The successful candidates must possess a minimum of two years of experience of progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Additionally, the successful candidates will be creative, intelligent, diplomatic, energetic, forward thinking, public service oriented and versatile with exceptional interpersonal and communication skills. While accuracy and attention to detail is essential, equally important is the demonstrated ability to persevere in bringing complex operational issues to a successful resolution. Candidates must have the capacity to understand complex information, exercise independent, sound judgment, problem solve, and take ownership of and manage both assigned duties and special projects. The ability to balance the demands of varying workload responsibilities and deadlines is critical. The incumbent will be expected to work in a team environment and must be able to interact professionally with all segments of the legal community and public.

While not required, preferred qualifications are:

- Excellent academic records in an undergraduate degree from a college or university of recognized standing in such fields as law, paralegal studies, criminal justice, business management, public administration or related field.
- Experience in court operations.
- Experience in legal case management.
- Experience and/or formal training in technical writing.

Additional Information

Applicants must be United States citizens or be eligible to work in the United States. As a condition of employment, the selected candidate will undergo a government background investigation, including FBI fingerprint and criminal records checks. The selected candidate will be hired provisionally pending successful completion of the background investigation and a favorable suitability determination. Unsatisfactory results may result in termination of employment. Judiciary employees serve under excepted appointments and are considered "At Will" employees. Some travel may be required.

How to Apply

Qualified applicants should submit a letter of interest, a resume, and a salary history for the past ten years in one PDF document to Thomas Van Beaver at:

tom_vanbeaver@nhd.uscourts.gov

by the close of business on **Friday, August 2, 2019**. The applicants deemed most qualified will be invited to participate in a personal interview at their own expense and relocation expenses will not be provided or reimbursed. References will not be required until an applicant is considered a finalist. The Clerk of Court reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.

*Full benefits are available. Starting salary range of CPS CL24 \$41,302 to \$67,161, depending upon qualifications and experience, with promotion potential to CPS CL26.

The United States Bankruptcy Court for the District of New Hampshire is an equal opportunity employer.