



**United States Bankruptcy Court
Northern District of California**

Announcement #SF02-09
www.canb.uscourts.gov

**CASE MANAGEMENT ANALYST
(Case Administrator/Analyst)**

Interviews will be conducted as soon as possible.

**Posting Dates: June 12 - Until filled.
San Francisco**

Starting Salary Range: \$43,988 - \$55,015 DOE

(CL-25)

Representative Duties

Maintains the official summary of pleadings on the docket from opening to final disposition. Interprets documents, and makes timely and accurate summary entries of all documents and proceedings submitted to the court (e.g., pleadings, petitions, motions, complaints and orders). Ensures that all automated entries are appropriately linked for proper case management. Prepares documents such as notices, judgments and orders, and transmits to appropriate parties. Reviews and evaluates all case management reports in order to keep management and immediate staff informed of case status. Scans and converts paper documents into image files. Responsible for setting and noticing dates and times for hearings, trials and conferences. Ensures the record is accurate, complete and timely so as not to negatively result in a substantial and systematic impact on the overall court and persons outside it. Receives and reviews incoming documents, which become the official basis of court actions, to determine compliance with appropriate rules, practices and/or court requirements. Closes cases upon receipt of terminating documents, such as judgments and closing orders. Addresses inquiries regarding case filing and case information. Continuously tracks cases, including the relationships of case events and their status. Performs Electronic Court Recorder Operator duties. Performs back-up Courtroom Deputy duties. Performs other job-related duties as assigned.

Qualification Requirements

- 1+ years of full-time (or equivalent) progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.
- Must be familiar with a wide variety of software applications.
- Ability to communicate effectively orally and in writing.
- Excellent analytical skills.
- Excellent telephone skills.
- Excellent customer service skills.
- Excellent organizational skills
- Posses professional demeanor
- Ability to follow detailed instructions and multitask.
- A bachelor's degree from an accredited college or university, and experience in bankruptcy or a closely related field are preferred.

- Must be willing to fully participate in a team environment.
- Requires one year experience equivalent to work at CL-24.

Benefits

Employees of the U.S. Bankruptcy Court are not included in the government's Civil Service classification. However, they are entitled to the same benefits as other federal government employees. Some of the benefits are:

- 13 days of vacation per year for the first three years of service, 20 days of vacation per year after three years of service, 26 days of vacation per year after fifteen years of service
- 13 days of sick leave per year
- 10 holidays per year
- Medical coverage with a government contribution (choose from a variety of plans, health premiums may be deducted as pre-tax dollars, optional participation)
- Life insurance program with a government contribution (optional participation)
- Long-term disability insurance for employees and eligible family members (optional participation)
- Long-term care insurance (optional participation)
- Flexible Spending Program (pre-tax contributions for health/dependent care/transportation expenses, optional participation)
- Federal Employees Retirement System (FERS)
- Thrift Savings Plan (employer matching, similar to 401K, optional participation)
- Public transportation subsidy (dependent on fiscal year funding)

Information for Applicants

Submit a cover letter highlighting relevant experience, résumé, and requirements to:

Human Resources Section
United States Bankruptcy Court
Post Office Box 7341
San Francisco, CA 94120-7341

FAX# (415) 268-2380 or E-mail: jobs@canb.uscourts.gov

Please specify the Case Management Analyst position and San Francisco location in the cover letter and/or e-mail subject line.

Applicants who are non-United States citizens must meet the requirements for federal employment. Only qualified applicants will be considered for this position. Relocation expenses will not be reimbursed. Applicants selected for interviews must travel at their own expense.

Management may close this announcement at any time, and it is therefore recommended that applications be submitted as soon as possible. Interviews will be conducted as soon as possible.

As a condition of employment, the selected candidate will be subject to a background check, a mandatory electronic direct deposit of salary payment, and a one year probationary period. All court employees are *at will*, and therefore the selected candidate may be removed from this position at any time if, after reasonable on-the-job training, the selected candidate fails to perform at a satisfactory level.

The court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The court will only communicate with those qualified applicants who are selected for interview. If you are not notified, another applicant was selected.

The United States Bankruptcy Court is an Equal Employment Opportunity Employer.