



**UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF FLORIDA**
Chief Judge Caryl E. Delano
Clerk of Court Sheryl L. Loesch

**Position Vacancy Announcement
CASE MANAGER I or II**



Announcement No: 24-03



Duty Station: Orlando, FL



Position Type: Full-Time/Perm



Open Date: 01/02/2024



Close Date: Open until filled*



Position Start Date: 02/26/2024



Salary Range: CPS CL 24/1 - 25/61 (\$41,368 – \$74,271)**

*First consideration given to applications received by January 21, 2024.

**Starting salary commensurate with qualifications, experience, and salary history in accordance with U.S. Court Guidelines. Salaries listed based on 2023 Pay Tables. Starting salary will reflect 2024 Pay Tables.

About our Court:

Our Court strives to maintain and grow a productive, progressive, and positive culture, and we recruit staff that promote, reflect, and thrive in an environment that successfully meets the mission statement of our Court: “Our Court serves the public by processing and deciding bankruptcy cases with fairness, impartiality, and excellence, while treating everyone with dignity, integrity, and respect.”

Position Overview

The Clerk of Court for the United States Bankruptcy Court for the Middle District of Florida (Court) is seeking qualified applicants for a full-time position of **Case Manager I or II** in the **Orlando Division**. This position is perfect for a professional, self-motivated individual seeking a public service career with challenging and rewarding work, training opportunities, and the potential for advancement in a multi-task, fast-paced environment.

The Case Manager I or II is a member of a team that manages the progression of bankruptcy cases and related adversary proceedings from opening to final disposition by maintaining the official case records. Case Managers are the “face” of the Court to much of the public and the attorneys who practice in the Court and help create positive public impressions about the Judiciary. This position reports to the Deputy-in-Charge of the Orlando Division.

Representative Duties

- Assist the public at the counter and via telephone and provide customer service while not providing legal advice.
- Maintain and manage the official case record.
- Review, research, and ensure the accuracy, timeliness, and quality of data entered into the Case Management/Electronic Case Filing (CM/ECF) database and prepare, analyze, and ensure the accuracy of various case management reports.
- Review documents for accuracy, completeness, and conformity with bankruptcy rules, and ensure all documents are filed. Take appropriate action on filed documents and orders. Monitor the completion of required procedural steps.
- Handle court fees according to internal control procedures. Verify required fees are paid and take appropriate procedural action and/or issue receipts. Secure funds in cash register/balance cash drawer.
- Prepare cases for closing and examine docket to ensure all necessary orders are entered, fees paid, and proceedings are completed.
- Prepare and maintain claims registers.
- Transmit notices to the Bankruptcy Noticing Center (BNC).
- Act as a liaison to attorneys using the electronic filing system.
- Process incoming and outgoing mail.
- Work with Chambers, Team Leaders, and Deputies-in-Charge to resolve case management issues.

Qualifications

Required:

- A high school diploma or equivalent is required. Three (3) years of work experience: at least two (2) years of general clerical or administrative experience related to processing of legal documents, and (1) year of specialized experience in a progressively responsible clerical or administrative position which provided knowledge of legal procedures and/or legal pleadings such as found in law, insurance, or banking. At least two (2) years of specialized experience is required to qualify as a Case Manager II (CL 25). A demonstrated ability to apply a body of rules, regulations, and directives. Attention to detail is required.

Court Preferred:

- An associate degree or higher from an accredited college or university
- Previous court case management experience
- Knowledge of bankruptcy rules and procedures
- Knowledge of CM/ECF
- Adaptable, accountable, possess good judgment, initiative, high ethical standards, and a positive work attitude
- Strong organizational, analytical, and customer service skills, and attention to detail
- Ability to multitask and consistently meet stringent deadlines and targeted goals
- Excellent computer proficiency, including the ability to learn the court's software programs, change between various open software programs, and work with electronic files and folders
- Knowledge and proficiency in Microsoft Office applications and the ability to grasp changing technology
- Very good oral and written communications skills, and good proofreading skills
- Maintain a professional appearance and demeanor
- Ability to maintain confidentiality

Application Procedures

- Qualified applicants should submit a (i) cover letter, (ii) resume, and (iii) a completed [Federal Judicial Branch Application for Employment \(AO78\)](#) via email to jobs@flmb.uscourts.gov (single PDF document preferred). Please reference the vacancy announcement number and position title in the subject of the email. Only complete packets will be considered. **For first consideration, applications must be received by January 21, 2024.**
- Applications may be reviewed, and interviews may be scheduled as applications are received. The Court reserves the right to modify the conditions of this job announcement or withdraw the announcement, which may occur without prior written or other notice. The Court will only communicate with those individuals who will be invited for an interview. Applicants selected for interviews must travel at their own expense.
- The selected candidate will be subject to a background check as a condition of employment and will be hired provisionally pending successful completion of the background check. Candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 are not required to complete questions 18-20 regarding criminal history.
- Accurate demographic information informs Judiciary diversity and inclusion efforts in several areas, including recruitment, talent management, training, and outreach. To enhance our ability to strategically design efforts to achieve equity and identify areas of needed engagement, improvement, and/or change, we ask that applicants selected for an interview complete the Voluntary Self-Identification Form AO-78B.
- To access additional information on Careers with the Judiciary, please visit <https://www.uscourts.gov/careers>.

Benefits

A career with the U.S. Courts provides employees with a comprehensive benefits package. Court employees and their families have access to a range of benefits that are designed to make your federal career very rewarding. Benefits include paid Vacation and Sick Leave, eleven (11) Paid Holidays per year, and retirement benefits such as a Defined Benefit Pension Plan and a Defined Contribution Plan with Employer Match ([TSP](#)). Optional benefits include Group Health, Dental, Vision, and Life Insurance, and/or Long-Term Disability Insurance, and participation in the Court's Flexible Benefits Program. Local Court Benefits may include Telework Opportunities, on-site Federal Occupational Nurse, access to an on-site Fitness Center, and a Public Transit Subsidy. Please visit <http://www.uscourts.gov/careers/benefits> to learn more.

Additional Information

- Applicants must be United States citizens or eligible to work for the federal government. All applicant information is subject to verification. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual's hire date. All Court employees are "at will" employees, and the selected candidate may be removed from this position at any time if the employee fails to perform at a satisfactory level.
- All Court employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- This Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative by email to jobs@flmb.uscourts.gov. The decision on granting reasonable accommodations will be made on a case-by-case basis.
- The position is subject to mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e., direct deposit).

The United States Bankruptcy Court is an equal-opportunity employer and values diversity in the workplace.