



UNITED STATES BANKRUPTCY COURT MIDDLE DISTRICT OF FLORIDA

Chief Judge: Caryl E. Delano
Clerk of Court: José A. Rodriguez

Announcement No: 25-09

Position and Type: Case Manager I or II
Full Time/Perm

Location: Jacksonville, Florida

Open Date: April 25, 2025

Closed Date: Open Until Filled*
**First consideration is given to applications received by May 11, 2025*

Start Date: June 16 or 30, 2025

Salary Range: CL 24/1 – 25/61 (\$44,259 - \$79,443**)
***Starting salary commensurate with qualifications, experience, and salary history in accordance with U.S. Court Guidelines*

Position Overview

The Clerk of Court for the United States Bankruptcy Court for the Middle District of Florida ([Court](#)) is seeking qualified applicants for one (1) full-time **Case Manager I or II** position in the **Jacksonville 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 multitasking, 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 they help create positive public impressions about the Judiciary by providing exceptional customer service. This position reports to the Case Management Supervisor of the Jacksonville Division.

Representative Duties

- Assist the public at the Clerk’s Office front intake counter and via telephone and provide customer service (but not legal advice). This can include answering and routing incoming calls, assisting the public with the use of computerized databases, and providing basic procedural information.
- Maintain and manage the official case record.
- Review, research, and ensure the accuracy, timeliness, and quality of data entered in Case Management/Electronic Case Files (CM/ECF), 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 that required fees are paid, take appropriate procedural action, and/or issue receipts. Secure funds in the 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.



Benefits

A career with the U.S. Courts provides employees with a comprehensive benefits package. Court employees and their families can access various benefits to make their 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, Life, and Long-Term Disability Insurance and participation in the Court's Flexible Benefits Program. Local court benefits may include telework opportunities, an on-site Federal Occupational Nurse, access to an on-site fitness center, and a public transit subsidy. To learn more, please visit: <http://www.uscourts.gov/careers/benefits>

Our Mission

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.”

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

- Transmit notices to the Bankruptcy Noticing Center (BNC).
- Act as a liaison to attorneys using CM/ECF.
- Process incoming and outgoing mail, scan documents, certify records, and support daily operational and administrative tasks.
- Work with Chambers, Supervisors, 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 the processing of legal documents, and one (1) year of specialized experience in a progressively responsible clerical or administrative position that 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, as well as attention to detail.

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.
- 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 communication skills and good proofreading skills.
- Maintain a professional appearance and demeanor.
- Ability to maintain confidentiality.

Additional Information

- Applicants must be United States citizens or eligible for federal government work. All applicant information is subject to verification. Providing false and/or misleading information may be grounds for removal from the application and selection process and 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 reasonable accommodation for any part of the application and interviewing process, please email the local human resources representative at 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).

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 May 11, 2025.**

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 Court will check references and current employers.

The selected candidate will be subject to a background check as a condition of employment and will be hired provisionally pending the successful completion of the background check. Candidates will not be asked about their criminal history before receiving a tentative employment offer. Candidates completing the AO-78 are not required to complete questions 19-21 regarding criminal history.

Accurate demographic information drives 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>.