



UNITED STATES BANKRUPTCY COURT MIDDLE DISTRICT OF FLORIDA

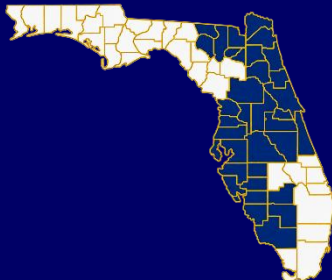
Our Court serves the public by processing and deciding bankruptcy cases with fairness, impartiality, and excellence, while treating everyone with dignity, integrity, and respect.

Chief Judge Jacob A. Brown
Clerk of Court José A. Rodriguez

Position Vacancy Announcement - Case Manager I or II (seven (7) positions available)

Vacancy No: 27-01
Duty Station: Jacksonville, Orlando, or Tampa, FL. (Please specify each divisional location for which you wish to be considered in your cover letter. You may apply to one or more divisions.)
Position Type: Full-Time/Perm
Open Date: October 7, 2026
Close Date: Open Until Filled (First consideration is given to applications received by November 1, 2026)
Start Date: January 11, 2027
Salary Range: CPS CL 24/1 to 25/61 (\$44,701 - \$80,265)*

*Starting salary commensurate with qualifications, experience, and salary history per U.S. Court Guidelines. Promotion from CL 24 to CL 25 without further competition.



The United States Bankruptcy Court for the Middle District of Florida serves 35 of Florida's 67 counties and approximately 10 million residents.

The Court is divided into four divisions: Jacksonville, Orlando, Tampa, and Fort Myers, encompassing many of Florida's largest metropolitan areas. FLMB is the second busiest bankruptcy court among the nation's 90 federal judicial districts.

HOW TO APPLY

Qualified applicants should submit:

- Cover letter
- Résumé
- Completed [AO-78, Application for Judicial Branch Federal Employment](#)

Submit application materials by email to: jobs@flmb.uscourts.gov

A single PDF document is preferred.

Please include the vacancy announcement number and position title in the email subject line.

Only complete application packets will be considered.

Position Overview

The Clerk of Court for the United States Bankruptcy Court for the Middle District of Florida ([Court](#)) is seeking qualified applicants for seven (7) full-time positions of [Case Manager I or II](#) in the [Jacksonville, Orlando, or Tampa Divisions](#). These positions are perfect for professional, self-motivated individuals seeking a public service career with challenging and rewarding work, development 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. This position reports to the Divisional Operations Supervisor at the assigned division.

Representative Duties

- Assist the public at the counter and via telephone and provide customer service (but not legal advice).
- 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.
- Transmit notices to the Bankruptcy Noticing Center (BNC).
- Act as a liaison to attorneys using CM/ECF.
- Process incoming and outgoing mail.
- Relief courtroom deputy duties, such as: Operate courtroom audio/video recording equipment; record court appearances and rulings; monitor the filing of pertinent documents and responses.
- Work with Chambers, Supervisors, and the District Operations team to resolve case management issues.

Required Qualifications

- 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 Qualifications

- 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.

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. Please specify each divisional location for which you wish to be considered in your cover letter. You may apply to one or multiple divisions. Only complete packets will be considered. For first consideration, applications must be submitted on or before November 1, 2026.*
- Applications may be reviewed as received. The Court reserves the right to modify the conditions of this job announcement or withdraw the announcement, which may occur without prior notice. The Court will only communicate with those individuals who are invited for an interview. Applicants selected for interviews must travel at their own expense; the Court does not provide relocation expenses.
- The Court will conduct criminal background checks of the persons selected for these positions and the selected candidates 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 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, Long-Term Disability, 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.

Click here to learn more:
[U.S. Courts: Benefits](#)

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 date of hire. 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 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.
- All Court employees are required to receive payment of net pay by direct deposit via electronic funds transfer (EFT).



Bryan Simpson U.S. Courthouse
[JACKSONVILLE](#)



George C. Young Federal Courthouse
[ORLANDO](#)



Sam M. Gibbons U.S. Courthouse
[TAMPA](#)



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.