



## United States Bankruptcy Court Northern District of Alabama

### VACANCY ANNOUNCEMENT **26-01**

|                        |   |
|------------------------|---|
| <b>Position Title:</b> | Case Administrator I  |
| <b>Term:</b>           | Full-time, Permanent  |
| <b>Location:</b>       | Birmingham, AL  |
| <b>Opening Date:</b>   | February 24, 2026   |
| <b>Closing Date:</b>   | Open until filled (preference given to applications received by March 10, 2026)   |
| <b>Salary Range:</b>   | CL 24 (\$45,151 - \$73,387) Starting salary based on qualifications and experience. This position has promotion potential to CL-25 without further competition. |

The court is recruiting an organized, detail-oriented individual who possesses exceptional interpersonal skills for the position of case administrator in the Clerk's Office. A case administrator performs a variety of administrative, clerical, and court support duties and reports to the Division Supervisor. They are responsible for maintaining and processing case information and managing the progression of bankruptcy cases from opening to final disposition, consistent with approved internal controls, procedures, and rules. A case administrator receives and reviews court documents for conformity with federal and local rules and performs customer service and cashier duties.

#### **Representative Duties:**

- Provide front line customer service. Answers and routes incoming calls. Assists the public in use of computerized databases. Provides basic information to public, bar, and the court.
- Answer and respond to inquiries from the public, members of the bar, court personnel, and other court-related agencies regarding case status, court procedures, and filing processes.
- Provide cashier duties. Inform customers of the required fees. Receive payments and issue receipts. Secure funds in cash register.
- Open cases in the court's Case Management/Electronic Case Filing (CM/ECF) system and docket initial opening events. Manage case flow to ensure timely processing.
- Prepare and process notices and orders.
- Process, sort, and distribute mail. Maintain the postage account and funds log.
- Assure the quality of all documents and proceedings entered on the automated docket sheet.
- Operate a variety of copying, scanning, and recording equipment.
- Perform electronic court recording (ECRO) of court proceedings.
- Perform other duties and responsibilities as assigned.

**Qualifications:** Applicants must be a high school graduate or equivalent and have at least two years of general experience. General experience is 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 position's duties. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

The successful candidate must possess excellent computer and data entry skills with a demand for accuracy and quality assurance; sound judgment with the ability to apply concepts to determine the appropriate action to be taken; excellent communication, organizational, and customer service skills; attention to detail; exceptional verbal and written communication skills; the ability to work harmoniously in a team environment and maintain a professional appearance and demeanor at all times.

**Court Preferred Qualifications:** Additional qualifications, experience and skills preferred, but not required, include: Experience in a federal or state court system or another legal field. Familiarity with the court's CM/ECF system. Knowledge of bankruptcy rules and procedures.

**Benefits:** Court employees are not included in the government's civil service classification. They are, however, entitled to the same benefits as other federal employees including paid leave, eleven federal holidays, participation in the Federal Employees Retirement System (FERS) and the Thrift Savings Plan (TSP), health, dental, and vision benefit plans, life insurance, periodic salary increases, etc. For more information, visit [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits).

**Information for Applicants:** Applicant must be a U.S. citizen or eligible to work in the United States. New selectees are subject to a background check or investigation and subsequent favorable suitability determination as a condition of employment. Applicant will be subject to "at will" employment. Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.

Work is performed in an office setting. Some lifting and travel may be required.

**How to Apply:** Interested applicants should submit the following:

1. A cover letter,
2. A detailed resume with three professional references (name and telephone number), and
3. A completed [Federal Judicial Branch Application for Employment<sup>1</sup> \(Form AO-78\)](#) located on the <http://www.uscourts.gov> website.

When submitting your application material, combine all documents into **one PDF** document and title the document by your name (Last, First), with "Vacancy 26-01 Case Administrator" on the subject line, and email complete packet [resumes@alnb.uscourts.gov](mailto:resumes@alnb.uscourts.gov) one time. Incomplete applications will not be considered.

Due to the volume of applicants, the Court will only communicate with those who will be interviewed. Applicants selected for an interview must travel at their own expense and relocation expenses will not be reimbursed.

The Court reserves the right to modify or withdraw this announcement without prior notice. The U.S. Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct.

---

<sup>1</sup> The selectee for this position is subject to a criminal record check and satisfactory adjudication by the employing office to be eligible for employment. 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. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. 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.