



UNITED STATES BANKRUPTCY COURT DISTRICT OF ALASKA

VACANCY ANNOUNCEMENT #23-02

- Position:** ECRO Case Administrator (Full Time / Permanent)
- Location:** Anchorage, Alaska
- Open Date:** April 7, 2023
- Close Date:** Open Until Filled
- Salary:** CL 25 (\$51,493 to \$83,719), plus 2.01% + COLA (salary commensurate with experience and qualifications)

The United States Bankruptcy Court for the District of Alaska is accepting applications for an ECRO Case Administrator position in Anchorage, Alaska. The position is part of a team that maintains the official court records and provides courtroom support.

REPRESENTATIVE DUTIES:

The duties include but are not limited to the following:

- Screen incoming documents to determine conformity with appropriate rules, practices, and court requirements. Make summary entries on the docket of all documents and proceedings including pleadings, motions, complaints, minutes, and orders.
- Deliver outstanding customer service and present a professional image for the court.
- Receive payments, issue receipts, secure funds, and reconcile receipts.
- Efficiently manage bankruptcy cases and related adversary proceedings from opening to closing.
- Review, identify, and research the accuracy, timeliness, and quality of data entered into the case record. Take other appropriate corrective action as needed.
- Operate a variety of copying and records equipment.
- Using a variety of courtroom technology, provide backup to the Courtroom Deputy by recording and taking notes of court proceedings, managing exhibits, and preparing minute entries. Process requests for transcripts and audio recordings.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school graduate or equivalent.
- A minimum of two years of progressively responsible administrative work experience, requiring the regular and recurring application of clerical procedures involving the routine use of specialized terminology.
- Must be able to work independently, take initiative, and work in harmony with other team members while performing different roles.
- Excellent oral and written communication skills.

PREFERRED QUALIFICATIONS:

- Specialized work experience related to the processing of legal documents such as in a court, law office, or other organizations that handle legal documents.
- Experience using Outlook, Adobe Acrobat, and Microsoft Office Products

CONDITIONS OF EMPLOYMENT:

- Applicants must be a United States citizen or eligible to work in the United States.
- The successful candidate is hired provisionally, pending the results of a background investigation. All information is subject to verification.
- Employees of the United States Bankruptcy Court are appointed in the excepted service, are considered “at-will,” and can be terminated with or without cause by the court.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.
- Employees must adhere the rules and regulations of the court and a Code of Conduct which is available upon request.
- Employees on occasion may be required to work evenings and weekends.

BENEFITS:

Employees of the United States Bankruptcy Court are eligible for, but not limited to, the following employment benefits:

- Accrual of paid and sick leave days, and paid holidays.
- Participation in pre-tax benefit programs (Health, Dental, and Vision Insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit.)
- Available group life insurance and long-term care insurance.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (with employer matching a percentage of employee contributions.)

HOW TO APPLY:

Qualified applicants are invited to apply by emailing the following in PDF format:

- A cover letter stating the reason for your interest in the position.
- A current resume, including employment history, education, skills, experience, and three professional references.
- A completed and conventionally signed form AO 78, Application for Judicial Branch Federal Employment, available at <https://www.akb.uscourts.gov>
- **Email the completed package in PDF format to Apply@akb.uscourts.gov. Include *Announcement #23-02* on the subject line of the email.**

The court may close this announcement at any time, and it is therefore recommended that applications be submitted as soon as possible. Only applicants who are selected for interviews will be contacted by the court. Applicants selected for interviews must travel at their own expense. Video conferencing is available for long-distance interviews upon approval.

The court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, without prior written or other notice.

The United States Bankruptcy Court is an Equal Opportunity Employer