



U.S. BANKRUPTCY COURT WESTERN DISTRICT OF TENNESSEE

Vacancy Announcement: 25-06

Position: Case Administrator
Location: Memphis or Jackson, TN
Position Term: Full-time / Permanent
Salary Range: CPS / CL 24 (\$44,259 - \$71,932) *Salary dependent upon qualifications and experience with promotion potential to CL 25.
Closing Date: December 5, 2025 (Close of business)

Position Overview

Case Administrators (CAs) perform a range of essential functions in managing and processing case information and overseeing the progression of cases from initiation to final disposition. CAs operate in accordance with approved internal controls, procedures, and rules. CAs are responsible for docketing, cashiering, noticing, monitoring the completion of required procedural steps, reviewing filed documents to determine conformity to the rules and laws. They take appropriate actions ensuring that all orders and automated entries are appropriately and accurately docketed.

Representative Duties

- Manages bankruptcy cases as efficiently as possible from opening to closing. Reviews, identifies, and researches the accuracy, timeliness, and quality of data entered into the case record. Makes corrections to the case record to comply with local and national procedures. Ensures that all case files and related information are accessible. Manages cases to ensure timely progression.
- Makes summary entries on the docket of all orders, pro se pleadings, and clerk notices. The clerk's notices items such as filing deficiencies, notices of fees due, and notices of entry of judgments.
- Provides excellent customer service when responding to inquiries on case status, archive information, court procedures and/or aiding the public. Assists the public in the use of computerized databases. Provides forms via mail as required. Answers and routes incoming calls.
- Audits cases for closing and checks the docket to ensure that all necessary documents are entered, and deadlines are met before generating the closing order.
- Familiar with CM/ECF and analyzes electronically filed claims for basic case information or enters claims information, maintaining case claims registers to ensure quality assurance criteria.
- Communicates effectively with team members, the public, the bar, and the court.
- Scans and converts all documents filed over the counter into image files. Enters documents and proceedings on the case docket. Maintains documents in the appropriate location.
- Assists the public with electronic and paper files. Research case information when necessary. Operate a variety of copying and records equipment.
- Tests new releases of computerized databases before system upgrade and tests procedures and processes to provide essential feedback.
- Provides accurate notice as required by law. Ensures that mailing records are kept accurate and processes mail in accordance with established guidelines and procedures. Processes orders efficiently and within the guidelines established by chambers and supervisors.
- Secures funds in the cash drawer and balances deposits, provides back-up coverage for team

members and the department, as required.

- Required to serve on one or two committees.

Minimum Qualifications

- Applicants must be a U.S Citizen or eligible to work in the United States.
- To qualify, applicants must be a high school graduate or equivalent and a minimum of progressively responsible and specialized clerical work experience equivalent to a CL-24, college degree preferred.
 - General Experience – Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position.
 - Specialized Experience – One year of progressively responsible clerical or administrative experience that is in, or closely related to the work of the position and which has demonstrated the knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.
- Applicants must possess excellent communication skills, unquestioned integrity, and trustworthiness; the ability to maintain confidentiality, demonstrate mature problem-solving skills and judgment in handling sensitive material; exhibit a professional and positive demeanor; possess a can-do attitude a willingness to learn beyond the scope of their duties; have a customer focused attitude and the ability to work independently.

Preferred Skills

- Knowledge regarding the progression of bankruptcy cases from opening to final disposition, previous work experience in a court or legal environment.
- Experience in the case management/electronic case filing (CM/ECF) system or a court case management system, is highly desirable.
- Ability to work in web-based environments, data entry experience and familiarity with Microsoft Office applications (Word, Outlook, etc.)

Benefits

Full-time employees of the United States Bankruptcy Court are eligible for a full range of benefits to include paid vacation and sick leave, 10 paid holidays, and retirement benefits to include a defined contribution program and 401(k)-styled program (Thrift Savings Plan [TSP]), with a government match of up to 5%. Optional benefits include health and life insurance, disability insurance, dental and vision insurance, and a Flexible Benefits Program which includes medical and dependent care reimbursement. Additional benefits info can be found at <https://www.uscourts.gov/careers/benefits>.

How to Apply

Qualified candidates must submit a cover letter, resume, AO78 Judicial Application, names of three professional references with addresses and phone numbers. The cover letter should be addressed to Mr. Travis D. Green, Clerk of Court, and describe your work experience as it pertains to this position. The resume should include the years of specialized experience including dates of employment, education, and salary history.

Please submit resume and cover letter, and AO78 via e-mail in a single PDF file to:

<https://Case Administrator 25-06>

- To complete the AO78, Judicial Application for Employment click on the link:
https://www.tnwb.uscourts.gov/PDFs/CourtInfo/Jobs/AO_078-08-2024_1.pdf

Information for Applicants

- Applicants must be a U.S. citizen or eligible to work in the United States.
- The Federal Financial Reform Act requires direct deposit of federal wages for court employees.
- Selectee for this position is subject to a high-sensitive background check as a condition of employment.
- The Court reserves the right to modify the conditions within or to withdraw the job announcement.
- Incomplete applications will not be considered.

Additional Information

- Judiciary employees are “at will” employees; therefore, can be removed from this position at any time. Employees must adhere to the Code of Conduct and may be removed from this position at any time if the employee fails to perform at a satisfactory level. The first year of service will be probationary. [Code of Conduct for Judicial Employees.](#)
- Relocation assistance is not available. Candidates for interviews must travel at their own expense.