

Career Opportunity # 14-04

Position:	Case Manager
Location:	Milwaukee, WI
Salary Range:	\$35,901 to \$64,458 Annually (Starting Salary: \$35,901 - \$41,142 Annually)
Closing Date:	May 23, 2014

The Clerk of the United States Bankruptcy Court for the Eastern District of Wisconsin is seeking a Case Manager who takes pride in work that requires the utmost attention to detail and accuracy. The right candidate will be able to demonstrate a successful employment history in administrative roles and be able to show an ability to excel in a fast-paced environment. Additionally, we are looking for a candidate that can work with the public on complex issues in a friendly and professional manner.

The employee will be required to perform duties including, but not limited to:

- scanning documents;
- maintaining official case records;
- performing necessary noticing and clerical tasks;
- acting as receptionist, and furnishing information to a wide variety of people within and outside of the court;
- answering telephone inquiries;
- sorting and reviewing mail;
- electronically filing bankruptcy cases, adversary proceedings, and documents;
- reviewing documents for conformity with federal and local rules;
- documenting receipt of court funds, issuing receipts and reconciling funds; and
- using digital audio recording equipment to create a digital audio recording of court proceedings; and
- provide back-up coverage as required.

The employee will also assist experienced Case Managers with the following duties:

- managing the progression of bankruptcy cases by maintaining official case records in an automated system;
- monitoring the completion of the required procedural steps, and performing the necessary noticing, administrative and clerical tasks;
- making summary entries on the docket;
- reviewing incoming documents for court hearing dates to enter on the docket;
- examining documents to determine nature of action for appropriate follow-up;
- interacting with trustees and counsel; and

- providing case status information and making case file documents available for inspection.

Qualifications:

- Demonstrated employment experience in an administrative role, preferably one in which accuracy and detail are of the utmost importance
- Demonstrated ability to read and understand charts, flowcharts, complex procedures and guidelines
- Excellent computer skills in a PC environment
- Ability to write grammatically correct sentences and business correspondence
- Demonstrated ability to work with the public in a friendly, professional way
- Commitment to engaging in a collaborative team atmosphere.

Benefits:

This position is covered by the Court Personnel System. A generous benefits package is available and includes:

- A minimum of 10 paid holidays per year
- Paid annual leave
- Paid sick leave
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in the choice of Dental and Vision Insurance
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service

Supplemental Information:

In addition to a resume, interested candidates should submit answers to the following questions using Times New Roman, 12 point font. Submissions should not exceed two pages, be single-spaced and have one-inch margins.

1. What strategies do you use to effectively join an existing work team? In your answer please describe any successes or set-backs you have had in your approach.
2. Multi-tasking, meeting deadlines and follow-through are essential in this position. Please describe your experience in these areas.

Information for Applicants:

- The U.S. Bankruptcy Court is a part of the judicial branch of the United States Government.
- Applicants must be United States citizens or otherwise authorized to work in the United States.
- The court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice.
- The initial appointment of this position will be for one year and one day.
- The final candidates are subject to an FBI fingerprint check, an FBI name check and a National Crime Information Center check.
- Employees of the Federal Judiciary are hired as excepted service, “at will” employees.
- Due to the expected high volume of applicants for this position, the court will only communicate with those qualified applicants who are selected to be interviewed.
- Employees must use the Electronic Fund Transfer (ETF) for payroll deposit.
- The court is an equal opportunity employer.

Interested candidates are invited to submit: (1) a cover letter; (2) a chronological resume; (3) a completed form AO78 Application for Judicial Employment which is available through our website at www.wieb.uscourts.gov under the “Court Information/Careers” page; (4) references and (5) answers to the supplemental questions.

Please submit application materials electronically to wieb_hr@wieb.uscourts.gov or by mail, marked “Personal and Confidential” to:

Cyndee Hoehn
U.S. Bankruptcy Court
517 East Wisconsin Avenue, Room 126
Milwaukee, Wisconsin 53202