



## UNITED STATES BANKRUPTCY COURT

### Eastern District of Wisconsin

Katherine M. Perhach, Chief Bankruptcy Judge | Sean D. McDermott, Clerk of Court

### POSITION VACANCY ANNOUNCEMENT – No. 26-05

<b>Position Title:</b>	Case Manager (two positions available)
<b>Opening Date:</b>	May 21, 2026
<b>Closing Date:</b>	Open until filled, with first consideration given to applications submitted on or before June 5, 2026
<b>Grade/Starting Salary:</b>	\$46,740 - \$83,940 annually (CL 24/1 – CL 25/61)* *Starting salary dependent on qualifications and experience and is typically limited to CL 25/25 (\$64,548). If starting grade is CL 24, position is promotion eligible to CL 25 without further competition.
<b>Position Location:</b>	U.S. Bankruptcy Court, 517 E. Wisconsin Ave. Rm 126, Milwaukee WI 53202

#### Position Overview

The Clerk of Court for the United States Bankruptcy Court, 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 is a professional, self-motivated individual seeking a public service career with challenging and rewarding work. They will be able to demonstrate a successful employment history in administrative roles and be able to show an ability to excel in a deadline-driven environment.

The case manager 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.

#### Representative Duties

- Assist the public at the counter and via telephone and provide customer service (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), the court’s automated system, and prepare analyze, and ensure the accuracy of various case management reports.
- Review documents for accuracy, completeness, and conformity with federal and local 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 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 for mailing to the Bankruptcy Noticing Center (BNC).
- Act as a liaison to attorneys using CM/ECF.
- Process incoming and outgoing mail.
- Work with chambers staff and supervisors to resolve case management issues.

### **Standard Expectations for this Position**

- **Teamwork:** The case manager follows through on assignments to meet Clerk's Office goals, willingly assists others, collaboratively works in group situations, willingly shares information, shows support and promotes office decisions and initiatives, displays respect for others including those with contrasting views and contributes suggestions to further the court's mission.
- **Job Knowledge:** The case manager understands duties and responsibilities and applies that know-how effectively; adheres to standards, directives, and instructions and understands how individual job performance furthers organizational objectives; exhibits willingness and insight to pursue developmental opportunities to expand job-related skills and knowledge; works independently and stays abreast of changing policies and procedures.
- **Quality of Work:** Accuracy, attention to detail, thoroughness, and timeliness of work is required. Work quality also includes how well work assignments are completed in accordance with specific instructions, standards, requirements, and expectations. Follow-up and pride in one's work are evidenced through consistent adherence to written policies, procedures, and guidance.
- **Dependability:** The case manager is consistent, responsive, and reliable when carrying out work responsibilities; prioritizes and manages time effectively; accepts responsibility for one's own actions and possesses the professional maturity in working with others; demonstrates follow-through and accomplishes the best possible results; exhibits stewardship through punctuality, attendance, and effective use of resources and work time.
- **Customer Service:** Customer service involves being responsive, reliable, and professional when assisting chambers, court staff, attorneys, the public or other individuals. This includes the ability to communicate effectively with a diverse group of customers both orally and in writing and to interact appropriately with individuals at all levels. It also involves demonstrating a calming presence, the ability to handle unexpected situations, and always having a goal-oriented focus.

### **Qualifications**

To qualify for the position of case manager at the CL 24 grade, candidate must be a high school graduate or equivalent and possess two years of general and one-year specialized experience. To qualify for the position at the CL 25 grade, an additional year of specialized experience is required. General experience is defined as responsible clerical experience which demonstrates a knowledge of office clerical practices such as typing, filing, telephone usage, and record keeping. Specialized experience includes progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involves the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation.

### **Educational Substitutions**

Education above the high school level may be substituted for required general experience on the basis of one academic year equals one year of general experience. Education may not be substituted for specialized experience because the position requires hands-on experience to be credited as specialized experience.

### **Salary**

The salary range for the position is \$46,740 - \$83,940 annually (CL 24/1 – CL 25/61). A successful candidate hired at a CL 24 (\$46,740-\$75,981) may be promoted to a CL 25 (\$51,621-\$83,940), without further competition, at the discretion of the Clerk of Court, based on performance and subject to budgetary considerations.

## **Benefits Information**

This is a full-time position which is eligible for the Federal Judiciary's comprehensive benefits package, which includes paid annual and sick leave, health and life insurance, dental and vision insurance, retirement plan, Thrift Savings Plan, commuter benefit program, flexible spending accounts for health and dependent care, transportation subsidy program (contingent on budgetary funding), employee assistance program, and eleven paid Federal holidays per calendar year. Additional information about the benefits can be found at [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits). Telework options are available after training period is complete, but this is not a full-time telework position. Salary is payable only by Electronic Funds Transfer (direct deposit).

## **Conditions of Employment and Additional Information for Applicants**

The U.S. Bankruptcy Court is a part of the judicial branch of the United States Government. Employees of the U.S. Bankruptcy Court serve under "Excepted Appointments" and are considered "at will employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

The U.S. Bankruptcy Court for the Eastern District of Wisconsin is an Equal Opportunity Employer.

The court reserves the right to fill more than the advertised number of positions with this announcement, to modify the conditions of this job announcement, 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.

Only qualified applicants will be considered for this position and only applicants selected for an interview will be notified. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. Interviews for applicants outside of the Milwaukee Metro area may be held by Zoom.

Applicants must be United States citizens or eligible to work in the United States.

Applicants are required to answer Optional Background Information questions 19-21 on the AO-78, Federal Judicial Branch Application for Employment before an offer of employment will be made.

The selected candidate must successfully complete a background investigation, which includes an FBI fingerprint check. Employment is provisional until the completion of the background check and a favorable suitability determination.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

## **Application Process and Information**

Applicants are invited to electronically submit a cover letter; resume; professional references (no more than three) with contact information; and a completed AO-78, Application for Judicial Branch Federal Employment, which can be downloaded from [the court's website](#).

All documents are to be forwarded as **one PDF file** via email to: [hr\\_wieb@wieb.uscourts.gov](mailto:hr_wieb@wieb.uscourts.gov). Please include in the subject line: CASE MANAGER (#26-05).

This position is open until filled, but preference will be given to application packages received on or before close of business, June 5, 2026.