



## UNITED STATES BANKRUPTCY COURT NORTHERN DISTRICT OF WEST VIRGINIA

### VACANCY ANNOUNCEMENT 26-1 CASE ADMINISTRATOR

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**Position:** Case Administrator

**Location:** Wheeling, West Virginia

**Position Type:** Full-Time, Permanent

**Starting Salary Range:** CL 24 or CL 25 (\$46,217 - \$82,987)

The position may be filled at either the CL 24 or CL 25 level depending on the qualifications and experience of the selected applicant. Starting salary is commensurate with qualifications/experience and is in accordance with the guidelines set forth by the Administrative Office of the U.S. Courts.

The position has promotion potential to the CL 25 or CL 26 level without competition, based on job performance.

**Opening Date:** February 4, 2026

**Closing Date:** Open until filled.

**Number of Vacancies:** Up to two positions may be filled by this vacancy.

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#### POSITION OVERVIEW

The United States Bankruptcy Court for the Northern District of West Virginia is seeking qualified applicants for the position of Case Administrator. Case Administrators play an important role in ensuring the efficient administration of bankruptcy cases.

A Case Administrator manages the progression of bankruptcy cases from case opening through final disposition by maintaining the official case records, monitoring completion of required procedural steps, and performing necessary noticing, administrative, and clerical functions associated with case management. The successful candidate will review incoming documents for conformity with federal and local rules and provide professional, responsive customer service to judges, attorneys, litigants, and the public.

The position is located in Wheeling, West Virginia. Periodic travel to divisional offices and other locations for meetings and training may be required.

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#### REPRESENTATIVE DUTIES

Duties include, but are not limited to, the following:

- Monitor the progress of bankruptcy cases from opening to final disposition to ensure compliance with applicable statutes, federal and local rules, and court procedures;

- Perform quality control review of pleadings, documents, and correspondence;
  - Prepare, serve, and docket court-generated orders and notices;
  - Collect and receipt fees in accordance with established internal controls;
  - Audit cases ready for discharge and/or closing;
  - Respond to inquiries concerning legal processes and case information;
  - Serve as liaison between the court, counsel, litigants, the public, and court-related agencies;
  - Provide information to a wide variety of individuals within and outside the court;
  - Answer and route phone calls, assist customers, and open and distribute mail;
  - Provide support, as assigned, in areas such as financial administration, procurement, information technology, and internal controls;
  - Perform other duties and special projects as assigned.
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## **QUALIFICATION REQUIREMENTS**

To qualify for the position at the CL 24 level, applicants must have a high school diploma or equivalent, two years of general experience, and one year of specialized experience.

General experience is defined as progressively responsible clerical or office experience that demonstrates a knowledge of clerical practices and the ability to acquire the knowledge and skill needed to perform the position's duties.

Specialized experience includes progressively responsible clerical or administrative experience involving the regular and recurring application of procedures that demonstrate the ability to apply a body of rules, regulations, directives, or procedures. This experience includes the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation. Such experience is commonly encountered in law firms, legal offices, banks and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

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.

To qualify at the CL 25 level, applicants must meet the CL 24 requirements and demonstrate additional specialized experience reflecting increased complexity, responsibility, and independent judgment.

Court-Preferred Skills:

- Experience using Case Management/Electronic Case Filing (CM/ECF).
  - Working knowledge of court or legal terminology.
  - Strong organizational and time-management skills.
  - Effective written and verbal communication skills.
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## **BENEFITS**

As part of the total compensation package, employees are offered the following benefits:

- Participation in the Federal Employees Retirement System;
- Optional participation in the Thrift Saving Plan, a savings and investment program similar to a 401(k) plan, with matching contributions up to 5%;
- Optional enrollment in Federal Employees Health Benefits Program;

- Optional enrollment in group Federal Dental and Vision Insurance Program, Federal Employees Life Insurance, and Long-Term Care Insurance;
- Accrual of paid vacation and sick leave; and
- 11 paid federal holidays per year.

Additional information regarding benefits is available at <https://www.uscourts.gov/careers/benefits>

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## **APPLICATION PROCESS**

To apply, please submit (1) a cover letter, (2) a resume that includes the name, title, and contact information of two references, and (3) an Application for Judicial Branch Federal Employment (Form AO 78) available at <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>.

Completed applications should be submitted electronically via email to [wvnb\\_hr@wvnb.uscourts.gov](mailto:wvnb_hr@wvnb.uscourts.gov). Please reference Vacancy Announcement 26-1 in the subject line and submit all application materials as a **single PDF attachment**.

Applications will be reviewed as they are received. Selected interviews will be scheduled until the position is filled. Only those candidates selected for interview will be contacted. Travel reimbursement and relocation expenses are not authorized.

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## **CONDITIONS OF EMPLOYMENT**

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees serve in an “at-will” capacity and may be terminated with or without cause.

Applicants must be United States citizens or be eligible to work in the United States. Direct deposit of pay via Electronic Funds Transfer is required.

As a condition of employment, an FBI background check is required. Employment is considered provisional and contingent upon the successful completion of the background check.

All Court employees are required to adhere to the [Code of Conduct for Judiciary Employees](#).

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement without notice.

**The U.S. Bankruptcy Court for the Northern District of West Virginia  
is an Equal Opportunity Employer.**