



UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF PENNSYLVANIA
www.pamb.uscourts.gov

CASE ADMINISTRATOR
Vacancy Announcement #26-01

Position/Type:	Case Administrator
Location:	Harrisburg, PA
Position Type:	Full-Time, Permanent
Salary Range:	CL 24-25 (\$45,606 to \$81,890) *Starting salary based upon qualifications and experience *Position has promotion potential to CL-25 without further competition
Opening Date:	January 21, 2026
Closing Date:	February 18, 2026, or until filled

THE MISSION

The U.S. Bankruptcy Court ensures the promise of a financial "fresh start" is delivered with integrity and efficiency. As a Case Administrator, you do not just "file paperwork," you manage the lifecycle of legal cases, ensuring that every debtor, creditor, and judge has the accurate data they need to move the wheels of justice forward. The Case Administrator assists in court operations by providing support to all judicial officers, the clerk of court, court staff, the bar, and the public.

WHAT YOU'LL DO

- **Guardian of the Record:** Maintain the official electronic case files, ensuring that every legal "event" (motions, orders, discharges, etc.) is docketed correctly and readily accessible. Schedule hearings and provide accurate noticing of those hearings and other deadlines.
- **Quality Assurance:** Audit filings to ensure they meet federal rules and local procedures, preventing legal delays and problems before they start.
- **Public Guide:** Serve as a professional point of contact for the Bar and the public, providing procedural guidance (not legal advice) on how to navigate the filing process.
- **Courtroom Support:** Support judges during hearings by managing digital and paper records, tracking court orders and other filings in real-time, and ensuring an electronic recording of court proceedings is captured for the production of written transcripts and audio recordings.
- **Clerk's Office Support:** Provide additional support as assigned in the areas of financial administration, property management, information technology, budgeting, human resources, and internal controls.

YOUR FIRST 180 DAYS

We don't expect you to be a bankruptcy expert on day one. Here is how we'll set you up for success:

- **Days 1-30:** Become immersed in CM/ECF (Case Management/Electronic Case Filing) and understand the flow of the different kinds of bankruptcy cases.
- **Day 31-60:** Begin auditing case records independently, identifying filing deficiencies, and communicating directly with law firms to resolve docketing errors.

- **By Day 180:** Take full ownership of your assigned caseload, ensuring that notices are issued and deadlines are tracked with 100% accuracy.

WHY YOU'LL LOVE WORKING HERE

- **The Federal Benefit Suite:** Access to the Federal Employees Health Benefits (FEHB) program, the Thrift Savings Plan (401k-style with 5% match), and a traditional pension (FERS). Optional vision, dental, life insurance programs, dependent care, long-term care insurance, and flexible spending accounts programs.
- **Generous Leave:** Accrual of paid vacation and sick leave based on length of service, and 11 paid holidays per year.
- **Predictability & Balance:** Standard 40-hour work week, with some flexible scheduling options.
- **Collegial Work Environment:** Work as a valued team member in managing cases and other functions of the Clerk's Office.

Please visit <https://www.uscourts.gov/careers/benefits> for additional information on benefits.

WHO MAKES A GOOD FIT

- **The Detail Detective:** You can spot a missing signature or a mismatched docket number in a 50-page PDF at a glance.
- **The Calm Communicator:** You can explain complex court procedures to a frustrated pro se filer with empathy and clarity.
- **Tech-Fluent:** You are comfortable toggling between multiple database systems and high-volume digital workflows.
- **Minimum Qualifications:** You have the ability to acquire the knowledge and skills needed to perform the position's duties. You possess prior work or education responsibilities demonstrating the capacity to apply a body of rules, regulations, directives, or laws and the routine use of specialized terminology and automated software and equipment.
- **Preferred Qualifications:** A bachelor's degree; previous legal or bankruptcy experience and familiarity with legal terminology; and prior federal experience with knowledge of Judiciary Case Management/Electronic Case Filing (CM/ECF).

CONDITIONS OF EMPLOYMENT

- Employees of the United States Bankruptcy Court serve under "Excepted Appointment" and are considered "At-Will" and can be terminated with or without cause by the court.
- Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- Applicants must be U.S. citizens or otherwise eligible to work in the United States.
- As a condition of employment, the selected candidate is required to undergo a background check and investigation which includes FBI fingerprint. Appointment is provisional and retention is contingent upon a favorable suitability determination.
- All appointments are subject to mandatory electronic funds transfer for payment of net pay.
- The court reserves the right to amend or withdraw this vacancy announcement with or without written notice to applicants.

HOW TO APPLY

Qualified candidates should submit: (1) a cover letter stating interest and how you satisfy the specific qualifications (education and/or experience) for the position; (2) a resume detailing qualifications, experience, and salary history; (3) contact information for three professional references; and (4) a completed AO-78 Application for Judicial Branch Federal Employment. Please submit all documents via e-mail **in a single PDF file to:**

jobs@pamb.uscourts.gov (please include **#26-01** in the subject line)

Applications for Judicial Branch Federal Employment (AO-78) may be accessed at the following link:
<http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>

Due to the volume of applications received, the U.S. Bankruptcy Court will only communicate with those individuals who will be interviewed for the position. Only qualified applicants will be considered.

The United States Bankruptcy Court is an Equal Opportunity Employer.