CAREER OPPORTUNITY
UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA

VACANCY ANNOUNCEMENT # 2026-04

Position Title:	CASE ADMINISTRATOR
Starting Salary:	CL 23 ($40,346 - $72,654) Depending on Qualifications, Potential promotion to CL 25
Location:	Eastern North Carolina Greenville and/or Raleigh
Posting Date:	March 3, 2026 More than one position may be filled with this posting
Closing Date:	March 24, 2026

POSITION:
The Clerk of the United States Bankruptcy Court for the Eastern District of North Carolina is accepting applications for a permanent position of Case Administrator. We are looking for a new team member to join us in accomplishing our mission of providing courteous, efficient and quality service to the court, the bar and the public.

The Case Administrator will provide case-related support by maintaining the timely and accurate filing of documents, in accordance with approved internal controls, policies and procedures, as well as local and federal rules. The Case Administrator will perform support duties such as answering telephones, inputting data, filing, copying, scanning and docketing paper claims received, and processing filings received electronically. The Case Administrator will prepare the courtroom for hearings, monitor the quality of the recordings for clarity and prepare the audio file to docket, as needed.

QUALIFICATIONS:
Requires a high school diploma or equivalent. Ability to keep detailed records neatly and accurately. Ability to type quickly and accurately. Knowledge and skill in the use of computer software, such as word processing and spreadsheet applications. Exceptional organizational skills, particularly priority and time management capabilities. Strong verbal and written communication skills. The ability to work both independently and as part of a team.

PREFERRED SPECIALIZED EDUCATION & EXPERIENCE:
Bachelor or Associate degree from an accredited college or university; responsible experience in an environment related to the processing of legal documents such as a court or law office preferred.

PERSONAL CHARACTERISTICS:
Successful candidate must be a self starter, highly organized, mature, responsible and tactful. This incumbent must maintain a professional appearance and demeanor at all times; demonstrate initiative and the ability to exercise good judgment; be able to work harmoniously with others and communicate effectively. The preferred candidate should be able to demonstrate a record of ongoing professional development, excellent work ethic, and a focus towards continuous improvement.

BENEFITS:
The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are not included in the Government's Civil Service classification. They are, however, entitled to similar benefits as other federal employees. Federal benefits include eleven paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System and matching and tax-deferred Thrift Savings Plan. Optional participation in Federal Health Insurance, Federal Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long term disability insurance. Salary will be based on experience and qualifications.

APPLICATION PROCEDURE:
Applicants must submit a cover letter noting preferred location Raleigh or Greenville division, official application, and resume to: HumanResources@nceb.uscourts.gov with the Subject Confidential: 2026-04 Case Administrator. The Official Application (AO78) may be obtained at www.nceb.uscourts.gov. Travel and relocation expenses will not be reimbursed. Final candidates are subject to an FBI fingerprint and background check.

INFORMATION FOR APPLICANTS:
Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. Current academic transcript required. The successful candidate is subject to a background check or investigation which includes an FBI fingerprint check as a condition of employment. Employee retention depends upon a favorable suitability determination. The U.S. Bankruptcy Court requires employees to follow a code of conduct available upon request. You must be a U.S. citizen or eligible to work in the U.S. Due to the volume of applications received, the United States Bankruptcy Court will only communicate to those individuals who will be tested or interviewed for open positions. No funds are available for reimbursement of travel or parking expenses in connection with interviews.

- The United States Bankruptcy Court is an Equal Opportunity Employer -