



## VACANCY ANNOUNCEMENT

### UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF N.Y.

2 Niagara Square Buffalo, NY 14202

100 State Street Rochester, NY 14614

[www.nywb.uscourts.gov](http://www.nywb.uscourts.gov)



**Position:** Application Administrator I (Full-Time)  
**Vacancy:** 26-04  
**Duty Station:** Buffalo or Rochester, NY  
**Salary:** CL 26 (\$56,857 – \$71,076)

*Salary determinations are based on experience and qualifications.*

### Overview

The United States Bankruptcy Court for the Western District of New York is accepting applications for a full-time Application Administrator I. Serving as the bridge between Chambers, IT, and the Clerk's Office, this role is responsible for managing the court's internal and external applications, including the CM/ECF system. The ideal candidate brings both technical expertise and strong communication skills. They will work directly with federal judges, members of the bar, staff, and the public while managing court applications, producing statistical reports, and leading the implementation of emerging technologies.

### Representative Duties

- Create, modify, and run special reports for different elements of the court unit.
- Research, implement, and train users on local, national, and emerging technologies.
- Manage internal and external users' access to court applications.
- Manage and stay current on the court's procedural and statistical requirements.
- Update and administer the Court's public and internal websites.
- Support users on applications, such as Microsoft Windows, Microsoft Office (Office 365), and Adobe Acrobat.
- Perform other related duties, as assigned.

### Minimum Qualification Requirements

- High school graduate or equivalent
- Demonstrated experience in word processing, web-based environments, and data entry are required.
- Good judgment, the ability to apply concepts to determine what action needs to be taken.
- Excellent oral and written communication skills

### How to Apply

Applicants must submit a cover letter, résumé and completed form AO78 (Application for Judicial Branch Federal Employment - available [here](#)), by email to:

[NYWB\\_applications@nywb.uscourts.gov](mailto:NYWB_applications@nywb.uscourts.gov) with the subject line "Application Administrator, Reference No. 26-04."

### Important Dates

Opening: 06/24/2026

Closing: 07/27/2026 or until filled\*

\*Preference will be given to applications received prior to 07/10/2026

### District Overview

The Western District of New York's Bankruptcy Court jurisdiction encompasses the 17 most western counties of Upstate New York, with courthouses located in Buffalo (2 Niagara Square), and Rochester (100 State Street). The Court is comprised of two United States Bankruptcy Judges and approximately 25 employees.

## **Preferred Qualification Requirements**

- An associate degree or higher from an accredited college or university in CS, MIS, or other relevant field of study.
- High level of technical skill using current software applications.
- Knowledge of Drupal and SharePoint Administration.
- Knowledge of court operations and its national applications such as CM/ECF.
- Skill in training and/or instructing others in relevant programs.
- Ability to communicate technical information effectively (orally and in writing) to IT Staff and end users.
- Ability to work independently and/or with minimal supervision.
- Ability to comply with the Code of Conduct for Judiciary Employees and court confidentiality requirements.

## **Applicant Information**

The United States Bankruptcy Court requires employees to adhere to a Code of Conduct which is available at [www.uscourts.gov](http://www.uscourts.gov). Only qualified applicants will be considered for this position. Only those applicants selected for an interview will be contacted and only applicants invited for a personal interview will be advised of the outcome of the selection process. The court provides reasonable accommodation to applicants with disabilities. Veterans' preference is not a factor used in Judicial Branch appointments. Applicants selected for interviews must travel at their own expense and relocation expenses will not be paid. Applicants selected for interviews may be required to provide copies of educational degrees, certifications, references and salary history. Applicants must be U.S. citizens or eligible to work in the United States.

Additionally, this position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees. All employees of the U.S. Bankruptcy Court are EXCEPTED SERVICE appointments. Excepted service appointments are "at will," and as such, can be terminated with or without cause by the Court. The selected applicant must satisfactorily complete a one-year probationary period. 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, or to leave the position unfilled, any of which actions may occur without any prior written notice.

## **Benefits**

Newly hired employees receive thirteen days of vacation annually for the first three years, which increases with tenure, thirteen days of sick leave and 11 paid holidays. Eligible employees may elect health, life, dental, vision, and long-term care options; participate in a defined benefit retirement plan; elect matching, tax-deferred and/or Roth Thrift Savings Plan options; elect flexible medical, dependent care and commuter benefits; participate in a transit subsidy program and have access to numerous Employee Assistance Programs.

## **Background Investigation**

This is sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an Office of Personnel Management background check, and subsequent favorable suitability determination.

*The United States Bankruptcy Court, Western District of New York is an Equal Opportunity Employer.*