



## 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:** Case Administrator (Full-Time)  
**Vacancy:** 26-05  
**Duty Station:** Rochester, New York  
**Salary:** CL 25 (\$49,706 – 62,155)

*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 highly qualified individual with excellent automation and analytical skills to serve as a Case Administrator. The U.S. Bankruptcy Court is a technology progressive organization whose goal is to provide quality customer service. Case Administrators manage the progression of bankruptcy cases and related adversary proceedings by maintaining official case records in an automated system, monitoring the completion of the required procedural steps, and performing the necessary noticing, administrative and clerical tasks.

### Representative Duties

- Maintain the accuracy of document summaries and conduct quality control assessments of cases filed through the court's Electronic Case Filing system
- Open cases, collect fees, review daily filing reports to verify receipt of electronic fee payments
- Make summary entries on the docket
- Manage cases to ensure timely progression by reviewing incoming documents to establish dates for calendaring of court hearings and examining documents to determine nature of action for appropriate follow-up
- Interact with trustees and counsel
- Process claims and case conversions
- Prepare cases for closing
- Assist customers of the Clerk's office by providing case status information and making case file documents available for inspection
- Communicate with public, court and bar in person, telephonically, and in writing regarding case related matters.
- Provide instructions on proper filing procedures and on non-legal information



### 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 "Case Administrator, Reference No. 26-05."

### Important Dates

Opening: 06/24/2026

Closing: 07/24/2026 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.

## Minimum Qualification Requirements

- High school graduate or equivalent
- Demonstrated experience in word processing, web-based environments, and data entry are required.
- Familiarity with electronic case filing, especially the CM/ECF (Case Management/ Electronic Case Filing) system is desirable.
- Good judgment, the ability to apply concepts to determine what action needs to be taken, excellent oral and written communication skills, and good proofreading skills are essential.

## Preferred Qualification Requirements

- Bachelor's, Associate's degree or Paralegal certificate from an accredited college or university and experience in bankruptcy or a closely related field.
- Minimum of two years general experience or two years specialized experience involving use of automation skills, the use of specialized terminology and a demonstrated ability to apply a body of rules, regulations, directives or laws.
- Experience in a legal setting is highly desirable.

## 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 accommodations 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.*