

**United States Bankruptcy Administrator**  
NORTHERN DISTRICT OF ALABAMA

**POSITION DESCRIPTION**

Job Title: Estate Administration Clerk  
Classification: CL-25  
Occupational Group: Operational Court Support

Job Summary

Estate Administration Clerks perform various functions and are responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition, in accordance with approved internal controls, procedures, and rules. Estate Administration Clerks are fully proficient at managing the progression of cases from opening to final disposition. They perform noticing, managing the progression of cases, maintaining internal case records, monitoring the completion of required procedural steps, preparing case documents for review and submission, reviewing filed documents to determine conformity and taking appropriate action,

Representative Duties

In Chapter 7 cases, upon direction and prior to the first meeting of creditors, conducts analysis of petition, schedules and court file to determine the nature and accuracy of filings in cases. Drafts proposals for review and finalization. Where appropriate or otherwise directed, drafts proposed responses or recommendations for the Division Chief or Staff Attorney based on analysis and investigation performed.

Where appropriate or otherwise directed, prepares documentation and exhibits for use by Division Chief or Staff Attorney for use in evidentiary hearings.

In pending Chapter 7 asset and no asset cases, assists with duties of Estate Administration Clerk as necessary, including the review of quarterly trustee reports, final trustee reports, and reports of distribution, as directed. Has direct contact with Trustees concerning documentation and requirements in final trustee reports. Uses discretion in contacting third parties for confirmation of final reports and reports of distribution.

Prepares reports and statistical information for submission to the Bankruptcy Administrator based on analysis of quarterly and final trustee reports.

Maintains records and statistical information concerning Chapter 7 Trustee bonding and collateralization requirements in cases for submission to the Bankruptcy Administrator.

In cases under any Chapter, performs review of applications for compensation and expense, as well as applications for approval of employment as assigned or directed.

Maintains a docket or calendar of cases assigned, and diligently adheres to time limitations and deadlines established for various proceedings.

Maintains statistical information regarding the number, type and status of bankruptcy cases. Generates periodic reports of statistical information for submission to the Bankruptcy Administrator.

Upon direction, maintains a log of litigation functions performed in a divisional office, e.g. Motion Log or similar, for submission to the Bankruptcy Administrator.

Maintains a log and copies of all meeting of creditor tapes and provides copies of tapes to parties and the public upon request.

Perform other duties as assigned by the supervisor.

#### Factor 1 – Required Competencies (Knowledge, Skills, and Abilities)

Knowledge of the Bankruptcy Code, Rules and bankruptcy procedures, including local rules and procedure implemented by local court. Ability to examine a variety and volume of information and detect deficiencies and errors. Skill and accuracy in mathematical calculations and data entry. Skill in entering data into database. Knowledge of court calendars and dockets. Ability to draft timely and accurate motions, objections and statement of reviews, without direct supervision. Skill in determining appropriate course of action for disposition of case. Knowledge of where to distribute documents. Ability to organize work and establish work priorities. Ability to independently maintain a docket and meet deadlines imposed by the Bankruptcy Code and Rules, or local procedures, is essential to insuring timely administration of cases.

#### Judgment and Ethics

Knowledge of and compliance with the Code of Conduct for Judicial Employees and BA confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

### Information Technology and Automation

Skill in typing and use of word processing equipment. Knowledge of requisite court computer programs. Ability to use office equipment. Skill in using automated systems and equipment to review dockets and documents. Skill in using automated case management systems.

### Written and Oral Communication/Interaction

Ability to communicate effectively (orally and in writing) to individuals and groups to provide information and advise filers of errors. Ability to communicate with parties and answer procedural questions without providing legal advice.

### Factor 2 – Primary Job Focus and Scope

The primary focus of the job is to monitor the quality and accuracy of filings in Chapter 7 bankruptcy cases, insuring compliance with requirements, regulation, and policies. The job also focuses on monitoring the timely and accurate progress of cases from opening to closing to ensure their orderly and efficient movement through the court. This position is critical in moving a case through the judicial system. Errors by this position may have the ultimate consequence of affecting the outcome of a legal matter.

### Factor 3 – Complexity and Decision Making

At this level, Estate Administration Clerks and review a wide variety of case documents and make decisions as to subsequent action including preparation of cases for closing. Employees also interpret and summarize a variety of legal documents, and continuously track case progression for the purpose of maintaining accurate and complete court records. They make independent decisions to resolve problems, questions, and daily court issues based on their knowledge and experience.

### Factor 4 – Interactions

Regular contacts are with trustees and staff for the discussions of issues, questions, or status of cases. Contacts are regularly made with creditors, attorneys, and others to exchange information on procedures, case status, and the like.

### Factor 5 – Work Environment and Physical Demands

Work is performed in an office setting. Some lifting may be required. May involve risks from hostile individuals in a controlled office setting.