



UNITED STATES BANKRUPTCY COURT DISTRICT OF PUERTO RICO

José V. Toledo Federal Building & US Courthouse
300 Recinto Sur St. Suite 134, San Juan, PR 00901

Wilma Jaime de Jesús, Clerk of Court

VACANCY ANNOUNCEMENT NO. FY 26-03

Position Title: Case Manager
Type: Full-Time Temporary Not-to-Exceed One Year and a Day
Grade and Salary: CL 24-26 (\$44,701 to \$88,366), plus 2.49 % of Cost-of-Living Allowance (COLA). Salary is based on experience and qualifications.
Opening Date: Friday, January 23, 2026
Closing Date: Open until filled
Who May Apply: Qualified individuals
Location: Ponce, Puerto Rico

JOB SUMMARY – Case managers perform various functions and are responsible for maintaining and processing case information, as well as managing the progression of cases from opening to final disposition, in accordance with approved internal controls, procedures, and rules. Case managers are fully proficient at managing the progression of cases from opening to final disposition. They assist with managing court calendars, attending court proceedings, recording minutes, and drafting judgments. Docketing responsibilities include assisting in the maintenance of the official case events summary and monitoring incoming documents for conformity with federal and local rules.

REPRESENTATIVE DUTIES – The following are intended to provide generalized examples of major duties and responsibilities of this position:

- Assists in managing the judge's caseload: calendaring and regulating case movement. Assists in scheduling hearings, trials, and conferences, and securing counsel and interpreters for court appointments.
- Review incoming documents to determine conformity with appropriate rules and court practices. Makes summary entries of documents and proceedings on the docket, such as pleadings, petitions, motions, complaints, minutes, and orders, ensuring that all automated entries are appropriately linked for proper case management.
- Prepares and transmits to appropriate parties such items as notices, judgments, and orders, and informs parties when a judgment or appealable order is entered on the docket.
- Review information relating to pending cases to ensure that all records and reference materials are available for use by the judge, chambers personnel, and counsel.
- Prepares case for closing by such actions as examining files to ensure that all necessary orders were entered and proceedings completed, reviewing the case docket for accuracy and completeness.
- Attends court sessions and conferences as directed. Assists with the orderly flow of proceedings, including, but not limited to, setting up the courtroom, assuring the presence of all necessary participants, and managing exhibits. Prepares minutes, entries, and drafts judgments and orders for the judge's approval.

- Receives, screens, and refers telephone calls and personal visitors. Answers routine inquiries such as case status and assists the public.
- Prepares and transmits appeals and records on appeals to the Bankruptcy Appellate Panel and the United States District Court.
- In asset cases, receives, and reviews all final reports, final accounts, and certifications from the United States trustee that the estates have been fully administered. Prepares and mails the notice of filing the final account. Upon submission of a final account and application for final decree and discharge of trustee from the United States trustee, initiates action to prepare the case for closing.
- Operate a variety of copying and records equipment. Answer and route incoming calls. Prepare case files for tracking records. Assist the public in the use of the Case Management/ Electronic Filing Case. Provide basic information to the public, the bar, and the court.

MINIMUM QUALIFICATIONS – One year of specialized experience, which is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involving the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

COURT PREFERRED QUALIFICATIONS AND SKILLS

- Bachelor's degree from an accredited college or university.
- Ability to communicate effectively in both Spanish and English, orally and in writing, with individuals and groups to answer procedural questions without providing legal advice.
- Demonstrated experience handling multiple interactions at all levels.
- Excellent interpersonal and organizational skills.
- Ability to maintain complete and accurate records and files.
- Ability to respond to requests on short notice.
- Ability to manage multiple tasks and meet stringent deadlines.
- Consistently demonstrate sound ethics and judgment.
- Familiarity with court procedures, legal terminology, and rules of procedure.
- Experience with Case Management/Electronic Case Filing (CM/ECF).
- Proficiency in Microsoft Office applications (Word, Excel, Outlook).

BENEFITS – Employees appointed under excepted appointments are eligible for health, life, dental, vision, and long-term insurance coverage, annual and sick leave, federal and local holidays, retirement benefits, and participation in the Thrift Savings Plan (TSP).

CONDITIONS OF EMPLOYMENT – Employees of the judiciary are AT-WILL employees and can be terminated with or without cause by the Court. Applicants must be citizens of the United States of America or be eligible to work in the United States. A fingerprint and criminal record check will be conducted. The successful applicant will be subject to mandatory electronic transfer of funds for payment of net pay. Employees are required to adhere to the [Code of Conduct for Judicial Employees](#). This position may require occasional travel to the main office in San Juan. Selectees will be subject to a three-month probationary period.

HOW TO APPLY – For consideration, qualified applicants must provide the following by e-mail (in PDF format) to Human_Resources@prb.uscourts.gov:

- An introductory cover letter,
- A resume,
- A completed Federal Judicial Branch Application for Employment (AO 78), available at <https://www.prb.uscourts.gov/employment>.

Incomplete applications will not be considered. Only applicants who are interviewed in person will receive a written response regarding their application status. False statements or omissions of information on any application materials may be grounds for non-selection. If a position becomes vacant within a reasonable time from the original announcement, the Clerk of Court may elect to select the next top-rated candidate from those who applied for the initial announcement without re-posting the position. The Court is not authorized to reimburse travel expenses for interviews or relocation. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement.

THE US BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER.