

UNITED STATES DISTRICT AND BANKRUPTCY COURTS
DISTRICT OF COLUMBIA



JOB OPPORTUNITY NUMBER: #09-11



POSITION: Case Administrator

LOCATION: Washington, DC

Opening Date: July 21, 2009

Closing Date: Open Until Filled

CLASSIFICATION LEVEL/SALARY RANGE: CL 25 (\$40,304 - 65,564)

Salary commensurate with work experience, prior/present pay history and previous federal government experience.

POSITION OVERVIEW

The position is located in the Clerk's Office, United States District Court for the District of Columbia. The incumbent is responsible for making summary entries and performing data quality control in the court's Electronic Case Filing System (ECF). The incumbent receives and reviews the documents to ensure the integrity, quality and efficiency of the electronic database. Assists in case management by ensuring that automated entries are accurate for proper case management. High volume public interaction, via a telephone and in person, is required to answer inquires on case status and other related matters. Additionally, incumbent will review and examine electronically filed documents for processing, have clerical duties related to processing legal documents and provide top quality service to our internal/external customers.

DUTIES AND RESPONSIBILITIES

Receives and reviews incoming documents to determine conformity with appropriate local and/or federal procedural rules, practices and/or court requirements.

Scans and files documents when appropriate.

Assures assignment of case numbers and randomly assigns cases to judges.

Routes documents to proper offices after acceptance.

Verifies attorney's authority to proceed before the Court.

Acts as a point-of-contact and furnishes information to a wide variety of people within and outside of the Court.

Makes summary of entries of all documents and proceedings in the ECF database.

Processes confidential and sensitive material.

Performs data quality control in all assigned cases in the court's Electronic Case Filing System (ECF)

Demonstrates good customer service skills

Advises attorneys on how to correctly amend electronically filed documents

Assists with case management to assure that entries are linked appropriately.

1. Answers inquiries on case status.
2. Enters new cases in ECF.
3. Prepare appeals and transfers relating to cases.

Perform other duties as assigned.

QUALIFICATIONS

Prospective candidates should have a minimum of two years responsible specialized experience to include progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws.

Legal/court experience helpful, but not required. Requires proficiency in the use of computer applications, e.g WordPerfect and the ability to communicate information accurately and in a timely manner from individuals within and outside the court unit. The successful candidate must be able to communicate effectively verbally and in writing.

EDUCATION

High school graduation or equivalent required. Bachelor's degree from an accredited four-year college or university in a related area preferred.

Education above high school level may be substituted for experience.

BENEFITS

This position is covered by the Court Personnel System. A generous benefits package is available to full-time permanent employees which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance

- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request. Final candidates will undergo a background check.

Employees of the United States District Court are **Excepted Service Appointments**. Excepted service appointments are at will and can be terminated with or without cause by the court.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

APPLICATION INFORMATION

Qualified persons interested in being considered for this position are invited to submit a cover letter detailing related experiences and accomplishments, a resume and a completed AO 78-Application for Judicial Employment http://jnet.ao.dcn/img/assets/4644/AO_078_0603_UR.pdf.

All application materials are to be sent to:

U.S. District and Bankruptcy Courts for the District of Columbia
ATT: HUMAN RESOURCES
333 CONSTITUTION AVENUE
WASHINGTON, DC 20001
Fax: (202) 354 – 3528

Or

Via email to: DCD_HumanResources@dcd.uscourts.gov

If your application packet does not provide all information requested, you may lose consideration for this position.

Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice.

Applicants selected for interviews must travel at their own expense. Relocation expenses for the successful candidate are not guaranteed, but may be reimbursed given a favorable budget situation and upon appropriate approvals.

Equal Opportunity Employer.

