



JOB OPPORTUNITY

UNITED STATES DISTRICT AND BANKRUPTCY COURTS FOR THE DISTRICT OF COLUMBIA

Position Title: Case Administrator
Grade/Salary Range: CL-25 (\$51,952 - \$84,465)
How to Apply:

Qualified individuals for this “at will” position must submit the following:

- A cover letter detailing how your experience relates to the position requirements
- [AO-78, Federal Judicial Branch Application for Employment](#) (can be downloaded from www.uscourts.gov)
- A resume detailing all relevant experience, education, and skills

Failure to submit a complete and signed cover letter, AO-78, and resume will result in immediate disqualification. Description of Work section of the AO-78 must be completed to include salary information. Indicating “see resume” is not acceptable. Incomplete and/or unsigned applications will not be considered, returned or retained. Only applicants selected for an interview will be contacted and must travel at their own expense. One application per candidate will be accepted for this announcement. Applicants for Vacancy Announcement 2022-02 need not reapply.

Applications may be mailed or hand delivered to:

United States District and Bankruptcy Courts
Attn: Human Resources (2023-03)
333 Constitution Avenue, NW, Room 2712
Washington, DC 20001

Or via e-mail to: DCD_HumanResources@dcd.uscourts.gov

For questions, please contact the Human Resources Department at 202-354-3200. For a full list of vacancies, please see our website: <https://www.dcd.uscourts.gov/employment>.

Announcement No.: 2023-03

Position Location: Washington, DC

Position Information:

Full-time, permanent, Excepted Service, more than one position may be available

Area of Consideration:

Open to all qualified sources

Open Date: January 26, 2023

Closing Date: Open Until Filled



Our mission at the Clerk’s Office is to fulfill the expectations of the public and the judiciary by providing exceptional service, while consistently upholding the administration of justice.

ABOUT US

The United States District and Bankruptcy Courts for the District of Columbia is recruiting for a Case Administrator to join its Clerk's Office team. The team works in a dynamic, fast-paced environment serving both a Bankruptcy Court constantly leveraging technology for the benefit of customers, and a District Court often referred to as the second most important in the nation given the vast number of high-profile cases over which the judges preside. The ideal candidate is a mature, self-motivated, career-oriented professional eager to grow with us, and the federal judiciary as a whole. The candidate must also share in the Clerk's Office's Vision and Mission of "providing exceptional service while upholding the administration of justice." Finally, to assist you in achieving all your career goals with us, we offer our staff tuition assistance as the budget allows. Please see the Benefits section of this announcement for additional benefits.

JOB SUMMARY

This position is located in the United States District and Bankruptcy Courts for the District of Columbia Clerk's Office Operations Division and reports to the Operations Supervisor. Case administrators assigned cashiering, fees, or receipting responsibilities will obtain guidance from their supervisor, who may seek assistance from the Financial Administrator for any questions concerning financial policy or procedures.

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. Incumbent will utilize his/her knowledge of bankruptcy, civil and criminal laws, concepts and principles to assist in case management and ensure that automated entries are accurate. 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. The incumbent will also be responsible for coordinating attorney admissions and naturalization ceremonies and serve as the primary cashier for the Clerk's Office.

Situational telework may be available; however, this is not a full-time telework position.

DUTIES AND RESPONSIBILITIES

The incumbent will provide daily coverage and perform support functions on a rotating schedule and in conjunction with other staff members. The functions performed include but are not limited to the following:

- Receive and review incoming documents, both electronic and in paper, to determine conformity with appropriate local and/or federal rules, practices and/or court requirements.
- Scan and file documents when appropriate.
- Prepare appeals and transfers relating to cases.
- Certify court documents.
- Process confidential and sensitive material.
- Assign case numbers and randomly assign cases to judges.
- Enter new cases in the court's Electronic Case Filing System (ECF).
- Make summary of entries of all documents and proceedings in ECF.
- Ensures data quality of entries in the CM/ECF system pursuant to established guidelines.
- Utilize knowledge of bankruptcy laws, civil and criminal laws, concepts and principles to assist in case management and ensure that automated entries are accurate.
- Act as a point of contact for all assigned cases and furnishes information to a wide variety of people within and outside of the Court.
- Answer inquiries on case status and ECF Help Desk Line.
- Interact with the public and furnish information to a wide variety of people within and outside of the court.
- Verify attorney's authority to proceed before the Court and process attorney admission paperwork.
- Advise attorneys on how to correctly amend electronically filed documents.
- Accept Attorney Admissions applications; issue certificates and maintain all records.
- Act as a point of contact for all matters relating to Attorney Admissions and Naturalization.
- Coordinate and carry out duties associated with attorney admission and naturalization ceremonies and other intake functions as needed.
- Perform cashier duties. Inform customers of required fees. Receive payments and issue receipts. Secure funds in cash register. Reconcile receipts and post to the appropriate fund/case account.
- Perform other duties as assigned.

QUALIFICATIONS

Required Education: The successful candidate must possess a bachelor's degree from an accredited college or university in a field closely related to the subject matter of the position. Education may not be substituted for specialized experience, because operation court support positions require hands-on experience to be credited as specialized experience.

Required Specialized Experience: The candidate must also possess a minimum of two years of specialized experience. Specialized experience includes 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 involved the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

Preferred Experience:

Legal and/or court experience is highly preferred.

Must have excellent interpersonal skills and be able to effectively communicate with staff to determine needs and maintain complete and accurate records and files.

Must have strong customer service skills with the ability to provide clear and detailed oral and written instructions.

Must have strong computer and analytical skills.

Proven experience in handling multiple workload demands, including frequent interruptions, while maintaining a high level of concentration.

Ability to take initiative and a demonstrated ability to function collaboratively within a team environment and the larger office.

Ability to speak before a large group of people.

Accuracy and attention to details.

Excellent organizational skills, the ability to respond to requests on short notice and the ability to meet stringent deadlines are essential.

BENEFITS

Full-time employees of the United States District and Bankruptcy Courts for the District of Columbia are eligible for a full range of benefits to include:

- A minimum of 11 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
- Family and Medical Leave Act and Paid Parental Leave after 12 months of federal, civilian service
- Federal Employees' Retirement System (FERS)
- Optional participation in the Thrift Savings Plan (TSP), the Federal Employees Health Benefits Program (FEHBP), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FEGLI), the Flexible Benefits Program, the Commuter Benefit Program, and SmartBenefits (mass transit subsidy up to \$300 per month)
- Employee Recognition Program, budget permitting
- Tuition Assistance, budget permitting
- Workers' Compensation Program

- On-site physical fitness facility
- Flexible work schedule
- Federal Occupational Health Services Program (FOH)/ On-site Health Unit
- Employee Assistance Program (EAP)/Work Life Services
- Virtual Learning through the Judiciary Online University
- Student Loan Forgiveness for Public Service Employees
- Priority enrollment for children beginning at three months of age until kindergarten of all employees of the United States Courts in the Thurgood Marshall Child Development Center (TMCDC)

For more detailed information about Federal Judiciary benefits, please go to www.uscourts.gov/careers/benefits.

CONDITIONS OF EMPLOYMENT

United States citizenship is required for consideration for this position.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

Employees of the United States District and Bankruptcy Court for the District of Columbia 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 Funds Transfer (EFT) for payroll deposit.

Final candidates will undergo a background check.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District and Bankruptcy Courts for the District of Columbia.

Revised October 12, 2023.