POSITION VACANCY – 2014-6

June 12, 2014

Clerk's Office, United States District Court
Eastern District of Washington
Spokane, Washington

CASE ADMINISTRATOR

Court Personnel System Classification Level: CL 25
Depending upon experience, qualifications and previous government service

Career Salary Range CL 25: $38,334 (minimum) to $62,307 (maximum)

Application Closing Date: Thursday, July 3, 2014 - 5:00 p.m.

The U.S. District Court Clerk's Office offers an opportunity for self-motivated individuals with excellent interpersonal skills and strong work ethic to launch or continue a career in public service. Our fast paced prestigious environment consists of challenging, rewarding work and great training opportunities.

INTRODUCTION

The U.S. District Court Clerk's Office is accepting applications for a full-time deputy clerk position, entitled *Case Administrator*. The Case Administrator performs various functions and is responsible for assisting with the management and progression of civil and criminal cases, maintaining and processing case information, screening and routing incoming mail, and providing customer service in person and on the telephone.

REPRESENTATIVE DUTIES OF THE POSITION

- Performs docketing, processes notices, prepares warrants, assists with managing the progression of cases, maintains the official case records, monitors the completion of required procedural steps, prepares case documents for appeal, reviews filed documents to determine conformity

and takes appropriate action, ensuring that all orders and automated entries are appropriately and accurately docketed.

- Provides customer service in person and on the telephone. Responds to inquiries and provides information to the public, bar and the Court.
- Retrieves mail from postal facility. Screens incoming mail and packages according to established procedures, i.e., in secured room using protective masks, gloves, etc.
- Performs quality control review on docketed entries.
- Receives and reviews incoming documents to determine conformity with appropriate rules, practices and/or court requirements from all persons including counsel and pro se/prisoner litigants. Opens cases upon receipt of initiating documents, such as complaints, indictments, or petitions.
- Closes cases upon receipt of terminating documents, such as judgments and closing orders. Completes statistical closing reports.
- Makes summary entries of documents and proceedings on the docket. Assists in case management by 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. Informs parties when a judgment or appealable order is entered on the docket.
- Assists the public in use of computerized databases, and with electronic and paper files. Provides electronic filing instruction to outside customers.
- Informs customers of required fees. Receives payments and issues receipts.
- Verifies and issues summons.
- Assists with archiving. Prepares inventory list, packages and ships records to the Federal Records Center. Processes records requests, receives record; makes file available to requestor.
- Position includes scanning, copying, stamping, filing, locating files and documents.
- Performs administrative, clerical tasks and other duties as assigned.

QUALIFICATIONS

To qualify for the position of Case Administrator, a person must be a high school graduate or equivalent and must have at least four years of progressively responsible clerical or administrative experience. Experience and judgment with legal documents such as might be found in a law office or other legal environment is preferred. Advanced skill in the use of computer applications, e.g., word processing, spreadsheet, desktop publishing is preferred.

Education above the high school level may be substituted for some of the general experience; one academic year equals one year of general experience. Knowledge of

legal terminology and legal documents is required. Thorough knowledge of and skill in using automated equipment including word processing applications is required.
The successful candidate must also possess:

- excellent interpersonal skills;
- excellent oral and written communication skills;
- ability to exercise mature judgment;
- ability to multitask under strict deadlines;
- ability to consistently demonstrate sound ethics and judgment

POSITION REQUIREMENTS

- Ability to maintain confidentiality and communicate information accurately and in a timely manner with individuals within and outside the court.
- Knowledge of and skill in the use of personal computers and office equipment.
- Ability to coordinate, organize and manage a variety of tasks. Time management skills, including the ability to adjust to conflicting duties and demands with poise, tact and equanimity; establish and maintain good working relationships with others. Experience in listening to and interpreting information.
- CM/ECF experience is desirable.

  The successful candidate must be:
  - a self starter;
  - highly organized;
  - responsible;
  - tactful;
  - professional in appearance, demeanor and conduct;
  - able to work harmoniously with others; and
  - able to communicate effectively.

INFORMATION FOR APPLICANTS

Qualified applicants should submit a U.S. District Court Employment Application, a letter of interest and resume, prior to the deadline, to:

Human Resources Specialist
Office of the Clerk, U. S. District Court
Rm. 840 Thomas S. Foley United States Courthouse
920 West Riverside Avenue - P.O. Box 1493
Spokane, WA 99210

You may also email your application package as 1 document in PDF format to:
HR@waed.uscourts.gov
Please reference 2014-6 in the subject line and include your last name.

Applicants may pick-up a U.S. District Court employment application form from the Clerk's Office in Spokane, Richland or Yakima; the application form can also be downloaded from the Court's public web site at: http://www.waed.uscourts.gov.

The U.S. District Court requires employees to follow a code of conduct. Selectee is subject to a twelve (12) month probationary period. **The final candidate will be subject to a background investigation.** Employee will be hired provisionally pending the results of the background investigation. The Federal Financial Management Reform Act requires direct deposit of federal wages.

Benefits

Employees of the United States District Court are not covered by the Office of Personnel Management's civil service classification system or regulations, and are considered "at will" employees. Judiciary employees are, however, entitled to the same benefits as other federal employees. These include:

- 13 days paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service
- 13 days of paid sick leave per year (unlimited accumulation)
- 10 paid holidays per year
- Subsidized medical coverage with employee premiums paid from pre-tax salary (all pre-existing conditions for self and family covered)
- Flexible Benefits Program (pre-tax flexible spending for health care and dependent care costs)
- Subsidized Life Insurance Options (guaranteed acceptance)
- Eligibility for Long Term Disability Plan Group Rate
- Participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching up to 5% of your contribution)
- Participation in the Federal Employees Retirement System
- Creditable service time in other federal agencies, or the military, will be added to judiciary employment when computing employee benefits.

The Eastern District of Washington

The U.S. District Court for the Eastern District of Washington Clerk's Office is headquartered in Spokane, with divisional offices in Yakima and Richland. The court has four active district judges, six senior district judges, and two full-time magistrate judges. These judicial officers and their staff and the Clerk's Office staff total 85.

Conditions of this announcement are subject to modification.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER
AND VALUES DIVERSITY IN THE WORKPLACE