



## United States District Court for the Eastern District of Washington

### VACANCY ANNOUNCEMENT 2022-11 Case Administrator II Yakima, Washington

The United States District Court for the Eastern District of Washington is currently accepting applications for a permanent, full-time Case Administrator to be stationed in its Yakima courthouse. Join a highly motivated, agile, and engaged team of court professionals, where excellence is the standard!

<b>Position:</b>	Case Administrator II
<b>Salary Range:</b>	CL 25 - \$45,682 - \$74,271, depending on experience
<b>Schedule:</b>	Monday – Friday, 8 am – 5pm
<b>Duty Station:</b>	Yakima, Washington
<b>Opening Date:</b>	November 23, 2022
<b>Closing Date:</b>	Open until filled – preference given to applications received before close of business on Tuesday, February 28, 2023.

#### POSITION OVERVIEW:

Case administrators assist in the management and progression of civil and criminal cases within the Eastern District and are responsible for maintaining an accurate court record/docket. They often serve as the "public face" of the Court, providing exceptional customer service to litigants, the public, bench, and bar. Reporting to the Team Lead, the incumbent will be assigned to the district-wide Case Administrator Team and trained in all aspects of federal case management.

#### DUTIES:

- Receive and review incoming/filed documents to determine conformity with appropriate rules, practices, and/or court requirements.
- Manage the progression of cases and maintain the official case records to include:
  - Opening cases, closing cases and making summary entries of documents and proceedings on the docket;
  - Preparing and transmitting notices to appropriate parties;
  - Preparing warrants;
  - Verifying and issuing summons;
  - Monitoring the completion of required procedural steps;
  - Preparing case documents for appeal, ensuring that all orders and automated entries are appropriately and accurately docketed; and
  - Performing quality control review of docketed entries.
- Answer inquiries on case status and provide basic procedural information to the public, bar, and the Court. Assist the public in the use of the Court's electronic case management and case filing systems.
- Inform customers of required fees. Receive payments and issue receipts. Secure funds in cash register. Balance cash drawer at the end of the day. Process credit card payments for filed documents. Count monies received and process receipts.
- Travel to other court offices, as assigned.
- Perform administrative, clerical tasks, and other duties, as assigned.

#### QUALIFICATION/EXPERIENCE:

The starting salary is dependent upon experience and qualifications. Minimum requirements of high school graduation or equivalent and at least one year of *specialized* legal and/or administrative work experience are required.

*Specialized experience* is defined as progressively responsible clerical or administrative work requiring the routine use of specialized terminology, application of rules, and processing of documents, such as to be found in a law office, court or a bank, real estate, or insurance office. Such experience should include routine interactions with customers.

#### Qualifications and skills:

- Excellent interpersonal skills;
- Excellent verbal and written communication skills;
- Attentiveness to detail;
- Strong work ethic;

- Strong computer skills;
- Ability to exercise mature judgment and sound ethics;
- Ability to be patient and adaptable to communication styles and needs of others; and
- Professional appearance, demeanor and conduct.

#### Court Preferred Qualifications:

In addition to the minimum qualifications stated above, preference will be given to applicants who are able to demonstrate:

- Additional years of specialized work experience beyond the minimum one year required.
- Knowledge of and experience with the court's Local Rules and case management (CM/ECF) system.
- Prior work experience as a deputy clerk or paralegal specializing in civil and criminal case processing.
- Work experience in a Clerk's Office of a federal court is highly preferred.

#### BENEFITS:

Judiciary employees serve under excepted appointment (not civil service). The Federal benefit package includes:

- Eleven paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS-FRAE)
- Tax deferred retirement savings and investment plan under Thrift Savings Plan (TSP) with employer matching contributions
- Health benefits under the Federal Employees Health Benefit Program (FEHB)
- Dental and Vision benefits under the Federal Employees Dental and Vision Program (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FGLI)
- Flexible Benefits Program for Health Care Reimbursement and Dependent Care Reimbursement
- Federal Long-Term Care Insurance Program (FLTCIP)
- Flex Lite Program
- Telework Program
- Public Service Loan Forgiveness Program

#### CONDITIONS OF EMPLOYMENT:

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

Employees are required to adhere to a Code of Ethics and Conduct for Judicial Employees, which is available to applicants to review upon request.

Employees of the United States District Court are Excepted Service Appointments, and as such are at-will and can be terminated with or without cause by the Court.

The position is classified as a sensitive position within the federal judiciary. The successful candidate for this position will undergo an FBI fingerprint check and retention will depend upon a favorable suitability determination from this background check. The incumbent may be subject to periodic updates.

The Federal Financial Management Reform Act requires employees to direct deposit their federal wages.

#### APPLICATION PROCEDURES:

Qualified applicants should submit their application package as **one PDF.**, to include the following:

- a **cover letter** explaining how their experience relates to the position requirements,
- a **resume** detailing all relevant experience, education and skills, **and**
- a completed **Application for Judicial Branch Employment** (Form AO 78) available on the court's website ([www.waed.uscourts.gov](http://www.waed.uscourts.gov))

Complete application packages may be submitted electronically to: [hr@waed.uscourts.gov](mailto:hr@waed.uscourts.gov)

Applications that do not include all information requested may lose consideration for this position.

Applicants selected for interviews must travel at their own expense. Reimbursement for travel and/or relocation is not available.

The U.S. District Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement without prior notice.