



UNITED STATES DISTRICT COURT WESTERN DISTRICT OF ARKANSAS

Vacancy Announcement

Announcement #: 18-USDC-03
Position: Case Administrator
Location: Fayetteville, AR
Position Type: Full-time permanent
Salary: CL 24/25 (\$36,645 - \$65,799) Depending on Qualifications
This position has promotion potential to CL-25 without further competition.
Opening Date: Monday, April 9, 2018
Closing Date: Open until filled; applications received by Friday April 27, 2018 will be given preference.

Position Overview

The United States District Court for the Western District of Arkansas is seeking qualified applicants for a Case Administrator in Fayetteville, AR. The Case Administrator monitors the progression of civil and criminal cases and related proceedings. The Case Administrator reviews new cases and assigns case type numbers to judicial officers, prepares case documents for appeal, reviews filed documents to determine conformity, takes appropriate action, enters judgment when directed, and ensures that all orders and automated entries are appropriately and accurately docketed.

Representative Duties

- Manage civil and criminal cases from opening to closing. Review, identify, and research the accuracy, timeliness, and quality of data entered into the case record. Make corrections to the case record to comply with local and national procedures. Ensure that all case files and related information are accessible. Manage cases to ensure timely progression. Process notices of appeal and appeal-related documents. Perform quality control on attorney-docketed entries.
- Prepare and analyze required reports. Check data from reports in order to meet quality assurance standards.
- Check for prior or prohibited filings. Verify attorney's authority to practice. Monitor for release of exhibits and sealed documents. Verify and issue summons.
- Respond to inquiries on case status. Provide information and electronic case filing (ECF) instruction to external customers. Inform customers of required fees. Receive payments and issues receipts. Secure funds in cash register. Balance cash drawer at the end of the day. Process credit card payments.
- Create and process new case files. May assign case numbers to judges and/or magistrate judges. Open cases in case management system. Docket initial opening events. Sort, classify, and file case records. Audit cases for closing and check the docket to ensure that all necessary documents are entered and deadlines are met before generating the closing order.
- Scan and convert documents filed over the counter into image files. Enter documents and proceedings on the case docket. Maintain documents in the appropriate location. Answer phone inquiries regarding case status, archive information, and court procedures. Provide forms via mail or e-mail as required.
- Assist the public with electronic and paper files. Conduct case research as required. Provide archive information for closed cases. Provide file copies as requested.
- Test new procedures and processes and provide feedback. Provide noticing as required by law. Maintain mailing records.
- Record court proceedings, organize exhibits, including setting up and troubleshooting electronic evidence presentation systems, and assist with the orderly flow of court proceedings, as required.

- Assist with order processing. Provide backup coverage for team members and other departments, as required.

Position Qualifications

- Minimum of a high school diploma or the equivalent.
- Must be a U.S. citizen or eligible to work in the United States.
- Two years of general experience and one year of specialized experience at a CL-23.

General Experience

Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Specialized Experience

Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrates the ability to apply a body of rules, regulations, directives, or laws and involves the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

Preferred Qualifications

Familiarity with legal terminology and procedures as well as proficient computer skills, i.e., word processing, is preferred. Prior work experience in a municipal, county, state or federal court is also preferred. Additionally, a bachelor's degree and/or paralegal certificate from an accredited institution is preferred.

Benefits

Federal benefits include retirement, health, dental, vision, and life insurance, flexible benefits, long-term care insurance, paid holidays, and annual and sick leave accrual. Please visit <http://www.uscourts.gov/careers/benefits> for additional information on benefits.

Conditions of Employment

Judicial Branch employees are considered "at will" employees and are not subject to the employment regulations of competitive service. Use of Electronic Fund Transfer (EFT) for payroll deposit is required.

The selected candidate must successfully complete a background check. Employment will be considered provisional pending the successful completion of the background check and a favorable suitability determination.

Application Procedures

Qualified applicants should submit a complete packet which includes: (1) a letter of interest that addresses qualifications and relevant experience, (2) a current and detailed resume, (3) names and contact information for three professional references, and (4) a completed Application for Judicial Branch Federal Employment (Form AO-78). You may download this form from the <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>.

Incomplete packets will not be considered. Attachments must be saved as a single PDF file. Please reference the vacancy announcement number in the subject of the email. Email your complete packet to: heather_burns@arwp.uscourts.gov.

Applicants selected for interviews must travel at their own expense. Applicants will not be reimbursed for travel and relocation expenses. The U.S. District Court reserves the right to modify the conditions or withdraw this vacancy announcement, or fill the position at any time before the closing date, any of which may occur without prior notice. Multiple vacancies may be filled from this announcement. If a subsequent

vacancy of the same position and location becomes available within a reasonable time of the original announcement, the Clerk may elect to select a candidate from the original qualified applicant pool. Please be aware that due to the volume of applications received, only candidates in consideration for this position will be contacted.

The court provides reasonable accommodations to applicants with disabilities in accordance with the American with Disabilities Act. If you need a reasonable accommodation, please notify human resources at hr@arwp.uscourts.gov. The decision on granting reasonable accommodations will be made on a case-by-case basis.

**The United States District Court for the Western District of Arkansas is an
Equal Opportunity Employer and values diversity in the workplace.**