



## **Vacancy Announcement United States District Court Western District of Arkansas**

Position: Case Administrator  
Location: Fort Smith, Arkansas  
Starting Grade Range: CL 25-1 to 25-25  
(\$38,334 - \$47,923)  
Opening Date: November 16, 2014  
Closing Date: Open until filled but applications  
should be received by 12/05/2014 to  
ensure consideration

### **Overview of Position:**

The Western District of Arkansas is accepting applications from qualified candidates for a full-time Case Administrator in the Fort Smith Division. The position will be available on or after January 5, 2015. The position will perform, but is not limited to, the following duties:

- Maintain and process case information from opening to final disposition, including docketing, noticing, managing the progress of cases, maintaining official case records, monitoring the completion of required procedural steps, reviewing filed documents to determine conformity and taking appropriate action, ensuring that all court and attorney-filed documents are appropriately and accurately docketed, and making summary entries on the docket of all documents and proceedings.
- Issue process - including summonses, warrants, subpoenas and writs
- Receive payments and issue receipts
- Perform reception duties - telephone, greeting and assisting customers, receiving documents for filing
- Operate a variety of office machines - cash register, fax, copiers, scanners, mail meter and others
- Administer oaths

### **Qualifications:**

- High school diploma or equivalent and two (2) years of specialized clerical experience.
- Computer keyboarding and data entry skills
- Strong proofreading and quality control skills; attention to detail
- Good oral and written communication skills
- Sound judgment and initiative
- Ability to interact effectively and appropriately with others as a team

### **Court Preferred Skills:**

- Legal clerical experience (either in a law office or local, state or federal court)
- Experience using the Court's electronic filing system - CM/ECF
- Proficient in WordPerfect and Word

**Benefits:**

Employees of the U.S. District Court are “At-Will” employees and enjoy civil service benefits as provided to federal government employees. These benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and optional pre-tax programs of long term care and disability, and flexible spending accounts for medical and dependent care expenses.

**Other:**

Applicant must be a U.S. citizen or eligible to work in the United States.  
Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.  
The selected candidate will be subject to a background check as a condition of employment.

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Resumes should be received by the close of business **Friday, December 5, 2014** to ensure consideration.  
Resumes should be mailed or delivered to:

U.S. District Court  
Isaac C. Parker Federal Building, Room 1038  
30 S. 6<sup>th</sup> Street  
Fort Smith, Arkansas 72901  
attn: Mary Sue Jones

*The Court is an Equal Employment Opportunity employer.*