



# U.S. District Court Western District of Arkansas

## Vacancy Announcement 22-USDC-11 Case Administrator

- Position Type:** Full-Time, Permanent
- Duty Location:** Fort Smith, Arkansas
- Grade/Salary Range:** Grade CL 24-25 (\$39,621-\$71,167) Depending upon qualifications and experience. Promotion potential to CL-25 without further competition.
- Opening Date:** Friday, November 18, 2022
- Closing Date:** Open until filled. Applications received by Friday, December 9, 2022 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 Fort Smith, 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.

### SUMMARY OF 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.

### MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- One year of specialized experience is required. Specialized experience is defined as 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 involve the routine use of specialized terminology

and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations. Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

- Candidates should be highly organized, possess tact, good judgement, poise, and always maintain a professional appearance and demeanor.
- Ability to maintain confidentiality, handle sensitive information, and exercise discretion at all times.
- Proficiency using Microsoft Excel, Microsoft Word, and Adobe Acrobat.
- The successful candidate must be a team player and exhibit the highest standards of excellence and integrity, and display always and to all persons, a courteous, professional, and cooperative attitude.

### **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. A bachelor's degree and/or paralegal certificate from an accredited institution is preferred.

### **CONDITIONS OF EMPLOYMENT**

- Applicants must be a U.S. citizen or be eligible to work in the United States.
- The applicant selected will be subject to an FBI fingerprint check or investigation and may be subject to periodic updates. An individual may be hired provisionally pending successful completion of the necessary records checks.
- The position is subject to mandatory electronic fund transfer (direct deposit) for salary payment (bi-weekly).
- United States District Court employees are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court.
- Employees are required to adhere to the Code of Conduct for Judicial Employees which can be found at [www.uscourts.gov](http://www.uscourts.gov).

### **BENEFITS**

A career with the U.S. Government provides employees with a comprehensive benefits package. Federal employees and their families have access to a range of benefits that are designed to make your federal career very rewarding. Federal benefits include paid vacation and sick leave, eleven (11) paid holidays per year, and retirement benefits. Optional benefits include health and life insurance, disability insurance, long term care insurance, dental and vision insurance, and participation in the court's flexible benefits program. Please visit <http://www.uscourts.gov/careers/benefits> for additional information.

### **APPLICATION PROCEDURES**

Qualified applicants should submit a complete packet consisting of:

1. Letter of interest that clearly outlines how your skills, education, and experience relates to the job duties
2. Current and detailed resume
3. Names and contact information of three (3) professional references
4. Completed Application for Judicial Branch Federal Employment (Form AO-78). This form may be downloaded from the U.S. Courts website: <https://www.arwd.uscourts.gov/new-employee-onboarding-forms>

Only qualified applicants will be considered for this position. Applicants selected for interviews must travel at their own expense. References will be contacted for finalists only after permission is obtained from candidates. Incomplete packets will not be considered. Email your complete packet to: [Kara\\_Pittman@arwd.uscourts.gov](mailto:Kara_Pittman@arwd.uscourts.gov) (single PDF document preferred). Please reference the vacancy announcement number and title in the subject of the email.

The Court reserves the right to modify the conditions of this job announcement or withdraw the announcement, which may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable timeframe of the original announcement, the Clerk of Court may elect to select a candidate from the original qualified applicant pool.

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

[www.arwd.uscourts.gov](http://www.arwd.uscourts.gov)