



United States District Court for the
Southern District of Alabama
Mobile, Alabama

VACANCY ANNOUNCEMENT #DC 16-01
Case Administrator

The United States District Court for the Southern District of Alabama is accepting applications for the temporary position of full-time Case Administrator. Initial appointment is one year and one day, renewable annually depending on performance and local budget. The Court is recruiting for a well-organized, detail-oriented individual who possesses exceptional interpersonal and customer service skills, and enjoys working with the public. This position is located in the Clerk's Office in Mobile, Alabama. The work schedule for this position is Monday through Friday 8:00 am until 5:00 pm.

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| Position: | Case Administrator (full-time) |
| Salary Range: | CL 24/25 \$35,470 – \$48,968 (to start) |
| Opening Date: | March 21, 2016 |
| Closing Date: | April 1, 2016 |

Job Summary:

Case administrators perform various functions and are responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition, in accordance with approved internal controls, procedures, and rules. Case Administrators serve as records and reproduction clerks and/or case initiation clerks. They receive and review incoming court documents for conformity with federal and local rules, and perform customer service and cashier duties for the purpose of providing procedural information and collecting court fees. This position may perform docketing, noticing, managing the progression of cases, maintaining official case records, monitoring the completion of required procedural steps, preparing case documents for appeal, reviewing filed documents to determine conformity and taking appropriate action, ensuring that all orders and automated entries are appropriately and accurately docketed, and making summary entries on the docket of all documents and proceedings.

Representative Duties:

- Answer and route incoming calls. Prepare case files for tracking records. Assist the public in use of computerized databases. Provide basic information to public, bar, and the court. Ensure data quality. Operate a variety of copying and records equipment.
- Check for prior or prohibited filing. Monitor for release of exhibits and sealed documents. Verify and issue summons. Verify attorney's authority to practice.
- 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.
- Sort, classify, and file case records. Maintain integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents. Retrieve files and make copies of records for court personnel, attorneys, and others. Certify court documents. Create and process new case files. Assign case numbers to judges and/or magistrate judges. Open cases in case management system. Docket initial opening events.
- Prepare, ship, and retrieve records from the appropriate Federal Records Center. Scan, copy, file, pick-up, sort and process mail. Process e-mail received from electronic filers. Maintain the mail meter and meter log. Receive and stamp incoming documents. Maintain court files.
- Make summary entries on the docket of documents and proceedings. Receive and docket terminating documents. Perform quality control on attorney-docketed entries. Accept, review and process documents.

Prepare deficiency orders. Review filed documents to determine conformity and take appropriate action and follow up with rules, practices, and filing requirements. Prepare correspondence regarding file inquiries, docket sheets, and other file request information. Rule on motions as permitted by local rules.

Requirements and Qualifications:

Requirements include high school graduate or equivalent and a minimum of three (3) years of progressively responsible legal administrative work experience, requiring the regular and recurring application of clerical procedures involving the routine use of specialized terminology, keyboard skills, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Extremely fast-paced position requires incumbent to present a professional demeanor and appearance at all times, be extremely detail-oriented, be able to work harmoniously in a team environment, and possess strong organizational communication skills. CM/ECF experience is highly desirable, but not required. Experience with Microsoft Word, Lotus Notes, and Adobe Acrobat is helpful. Some heavy lifting is required. Minimum travel is required.

Benefits:

A generous benefits package is available to employees, which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan (employer matching a percentage of employee's contributions)
- Optional participation in choice of Federal Employees' Health Benefits and Dental and Vision
- Optional participation in the Flexible Spending Accounts
- Optional participation in Public Transportation Subsidy
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in Long-Term Care Insurance
- Optional participation in private Long-Term Disability
- Credit for prior government service towards leave accrual rates and retirement

Conditions of Employment:

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

Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available for applicants to review upon request. Final candidates will undergo a background check. Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated with or without cause by the court. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposit.

Application Information:

Qualified persons interested in being considered for this position must submit a Cover Letter explaining how their experience relates to the position requirements, a Resume detailing all relevant experience, education and skills, and an Application for Federal Judicial Employment (AO 78) on website www.alsd.uscourts.gov. All application materials must be received by 5:00 p.m. on April 1, 2016, and are to be sent (marked confidential) to:

**Charles R. Diard Jr., Clerk of Court or chuck_diard@alsd.uscourts.gov
United States District Court
Southern District of Alabama
113 St. Joseph Street
Mobile, AL 36602**

If your application packet does not provide all information requested, you may lose consideration for this position. Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice. Applicants selected for interviews must travel at their own expense.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER