



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

**VACANCY ANNOUNCEMENT #DC 20-02
CASE ADMINISTRATOR**

The United States District Court for the Southern District of Alabama is currently accepting applications for a full-time Case Administrator. This permanent position requires scheduled hours of Monday through Friday from 8:00 a.m. until 5:00 p.m. and is located in the Clerk's Office in Mobile, Alabama. This position will be subject to a six-month probationary period. This position reports directly to the Chief Deputy Clerk.

Position: Case Administrator
Salary Range: CL24(1) \$38,298 – CL25(25) \$52,905, depending on experience
Opening Date: October 26, 2020
Closing Date: November 6, 2020

POSITION OVERVIEW:

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. The Case Administrator performs and coordinates various functions. The Case Administrator is 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.

DUTIES AND RESPONSIBILITIES:

The Case Administrator will perform the following 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 eligibility 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. Perform other duties as assigned.

REQUIREMENTS AND QUALIFICATIONS:

The successful applicant must be a high school graduate or equivalent and must possess a minimum of three (3) years of progressively responsible legal administrative work experience including at least one year specialized experience equivalent to work at the CL-23 level, 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, able to work harmoniously in a team environment, and possess strong organizational and communication skills. CM/ECF experience is highly desirable, but not required. Experience with Microsoft Word, Outlook, and Adobe Acrobat helpful. Light lifting may be required. Some travel may be required.

COMPENSATION:

Compensation and classification level will be set based on work experience, qualifications, and salary history of the successful candidate.

BENEFITS:

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

- Ten 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)
- Paid on-site assigned parking
- Public Transit Subsidy 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. Excepted Service Appointments are at-will and can be terminated with or without cause by the court. Employees are required to use the Electronic Funds Transfer (EFT) for payroll deposit.

Final candidate will undergo an FBI Background Check and retention will depend upon a favorable suitability determination of the background check.

APPLICATION PROCEDURES:

Qualified applicants should submit a complete applicant's packet, including a letter of interest 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.alsd.uscourts.gov). The applicant's packet should be marked "Confidential" and must be received by 5:00 p.m. on Friday, November 6, 2020, either by U.S. Mail or by e-mail as one pdf document to:

**Charles R. Diard Jr., Clerk of Court
United States District Court
Southern District of Alabama
155 St. Joseph Street
Mobile, AL 36602**

alsd_hr@alsd.uscourts.gov

If your application packet does not include 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 an interview must travel at their own expense. Please do not inquire about the status of your application.

Equal Employment Opportunity Employer.