

**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF WEST VIRGINIA  
OFFICE OF THE CLERK**

**EMPLOYMENT OPPORTUNITY**

<b>Position:</b>	Case Administrator II and/or III ( <i>more than one position may be filled</i> )
<b>Announcement #:</b>	16-CO-02
<b>Location:</b>	Charleston, WV
<b>Appointment:</b>	Full-time, Permanent
<b>Starting Salary:</b>	Case Administrator II - CL25 (\$38,704 - \$62,951) Case Administrator III - CL26 (\$42,644 - \$69,289)
<b>Promotion Potential:</b>	Up to CL26 without further competition for the CL25 position(s)
<b>Opening Date:</b>	October 27, 2015
<b>Closing Date:</b>	Position is open until filled, but first consideration is given to those who apply by <b>November 10, 2015</b> .
<b>Open To:</b>	All qualified applicants

**JOB SUMMARY:**

A case administrator performs various functions and is responsible for maintaining, processing, and managing case information from opening to final disposition, in accordance with approved internal controls, procedures, and rules. The incumbent receives and reviews incoming court documents for conformity with federal and local rules, and performs customer service for the purpose of providing procedural information and basic CM/ECF instruction, interprets court documents to make timely, accurate entries in the CM/ECF system, works with chambers and supervisors to efficiently process orders, provides backup coverage for other team members and departments, and performs other duties as assigned. Additionally, incumbents terminate cases after ensuring that all necessary orders are entered and proceedings are completed, process notices of appeal and appeal-related documents, enter defaults and default judgments by Clerk of Court, process complex or unique cases, and test new procedures to provide feedback to supervisor.

**QUALIFICATIONS:**

To qualify for the position, a person must be a high school graduate or equivalent and have a minimum of one year of progressively responsible clerical experience. A qualified candidate is able to enter a high volume of complex data into an automated case management system accurately, adhere to stringent deadlines, demonstrate strong oral and written communication skills, organization and analytical skills, and interact effectively with judges, attorneys, litigants, and court personnel. Skill in the use of Microsoft Word and Adobe Acrobat is required. The ideal candidate is able to work with minimal supervision while maintaining an acceptable level of productivity. Familiarity with electronic case filing, especially the Case Management/Electronic Case Filing system, knowledge regarding court operations, the ability to work independently and without supervision, and experience in the legal field is desirable. A Bachelor's Degree is preferred.

*To qualify as a **Case Administrator II** an applicant must have one year of specialized experience equivalent to CL-24. To qualify as a **Case Administrator III** an applicant must have one year of specialized experience equivalent to CL-25.*

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

### **EMPLOYEE BENEFITS:**

Positions are covered by the Court Personnel System and entitled to the following benefits:

- Paid annual leave in the amount of 13 accrued days for the first three years, 20 days after three years, and 26 days after fifteen years
- Paid sick leave in the amount of 13 accrued days annually
- 10 paid holidays per year
- Mandatory participation in the Federal Employees' Retirement System and Social Security
- Thrift Savings Plan (optional retirement savings plan with immediate employer matching)
- Federal Employees Health Benefits Program
- Federal Employees Vision and Dental Insurance Program
- Federal Employees Group Life Insurance Program
- Flexible Benefit Program
- Long Term Care Insurance Program options
- Periodic salary increases

### **INFORMATION FOR APPLICANTS:**

The United States District Court is part of the Judicial Branch of government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are "at will" employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available to applicants to review upon request. Selected candidate is subject to, and must pass a background check, including FBI fingerprint check.

### **APPLICATION PROCESS:**

Submit a cover letter and current résumé to Korin Parsons, HR Specialist at [Korin\\_Parsons@wvsd.uscourts.gov](mailto:Korin_Parsons@wvsd.uscourts.gov). The cover letter should identify how your education and/or experience qualify you for the position. The résumé should detail your education and previous work experience. Reference **Vacancy #16-CO-02**.

Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Only applicants selected for interview will be contacted.

*The United States District Court is an equal opportunity employer and values diversity in the work place.*