

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

TEMPORARY EMPLOYMENT OPPORTUNITY

Position: Case Administrator II **Announcement #:** 12-CO-05
Appointment: Temporary/Full-time
(90 days to 1 year or less, with possibility of extension of appointment)
Location: Charleston, WV
Starting Salary: CL - 25 (\$37,941 - \$47,052) *Commensurate with qualifications.*
Opening Date: August 3, 2012
Closing Date: Open until filled - Application documents received by August 10, 2012
will receive first consideration.

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. A Case Administrator II 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. Employees at this level also prepare cases for closing by ensuring that all necessary orders are entered and proceedings are completed accurately.

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. 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 is desirable. A Bachelor's Degree is preferred, but not required.

EMPLOYEE BENEFITS:

Because this position is temporary and appointed for 90 days to 1 year or less, the employee will earn sick and annual leave starting the first pay period in which a complete biweekly tour of duty is served. The position also includes 10 paid holidays per year.

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 a FBI fingerprint check.

APPLICATION PROCESS:

Submit cover letter, resume, and salary history to the mailing address or email address listed below. To receive maximum consideration, application materials must be postmarked by August 10, 2012. More than one position may be filled from this announcement. Only applicants selected for interview will be contacted.

Korin Riggall, Human Resources Specialist
Attn: Vacancy Announcement 12-CO-05
P.O. Box 2546
Charleston, WV 25329-2546
Email: korin_riggall@wvsd.uscourts.gov

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

*****AN EQUAL OPPORTUNITY EMPLOYER*****