

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

EMPLOYMENT OPPORTUNITY

POSITION: Case Administrator II

LOCATION: Charleston/Huntington, WV

ANNOUNCEMENT NUMBER: 12-CO-03

STARTING SALARY: CL 25 (\$37,941 - \$47,052)
Commensurate with qualifications.

OPENING DATE: April 29, 2012

CLOSING DATE: Open until filled. Applications received by
May 11, 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.

REPRESENTATIVE DUTIES:

- Provides accurate information through excellent customer service skills when:
 - responding to inquiries on case status, required fees, etc.
 - providing information regarding CM/ECF
 - providing basic ECF instruction to outside customers
 - disseminating basic court-related information to the public, bar, and the court

- Processes new civil and criminal cases in the CM/ECF system (or on paper, as necessary) upon receipt of initiating documents.
- Verifies and issues summonses, warrants, etc.
- Verifies attorneys' authority to practice.
- Scans and converts documents as needed into imaged files.
- Interprets a variety of documents to make timely, accurate entries on the docket.
- Prepares and transmits notices, judgments, orders, etc. to appropriate parties.
- Manages cases as efficiently as possible from opening to closing by ensuring that automated entries are appropriately linked and routed.
- Closes cases upon receipt of terminating documents.
- Processes notices of appeal and appeal-related documents.
- Works with chambers and supervisors to efficiently process orders.
- Provides backup coverage for other team members and departments as required.

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 and managerial 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.

EMPLOYEE BENEFITS:

This position is covered by the Court Personnel System, and the incumbent is entitled to benefits that include participation in the Federal Employees' Retirement System, Social Security, Thrift Savings Plan (retirement savings plan with employer match), a choice of a health benefits plan from among several options, federal vision and dental insurance programs, life insurance, a flexible benefit program (pre-tax contributions for health insurance premiums, health care and dependent care expenses), annual and sick leave programs, a long term disability plan, a long term care program, periodic salary increases, and 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 May 11, 2012. Only applicants selected for interview will be contacted.

Korin Riggall, Human Resources Specialist
Attn: Vacancy Announcement 12-CO-03
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*****