



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

EMPLOYMENT OPPORTUNITY

Position:	Case Administrator	Announcement #:	22-CO-01
Appointment Type:	Full-time, Regular		
Location:	Huntington, WV		
Starting Salary:	CL-24 (\$38,694 - \$62,904 per year) to CL-25 (\$42,747 - \$69,462 per year) <i>Starting CL/salary is based on education, experience, and qualifications. Most salaries start near the beginning of the pay range.</i>		
Promotion Potential:	Up to CL-26, without further competition		
Opening Date:	December 9, 2021		
Closing Date:	Open until filled. Applications received by December 23, 2021 , will receive first consideration.		
Open To:	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. A case administrator 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 instruction on the court's electronic filing system. Employees also prepare cases for closing by ensuring that all necessary orders are entered, and proceedings are completed accurately. Additionally, the incumbent provides courtroom support as needed for judicial officers in a timely and professional manner. Courtroom responsibilities include attending court proceedings, operating electronic recording equipment, preparing minutes of courtroom proceedings, and handling other courtroom duties as needed.

Representative Duties:

- Provides accurate information through excellent customer service when:
 - responding to inquiries on case status, required fees, etc.
 - providing information regarding the court's electronic filing system
 - providing basic electronic filing system instruction to outside customers
 - disseminating basic court-related information to the public, bar, and the court
- Efficiently processes new civil and criminal cases in the court's electronic filing system (or on paper, as necessary) upon receipt of initiating documents.
- Verifies and issues summonses, warrants, etc.
- Verifies attorneys' authority to practice.

- Processes criminal appearance bonds, appeal bonds, and other related documents.
- Monitors entry of criminal data, including procedural, location, and excludable intervals to ensure compliance with the requirements of the Speedy Trial Act.
- Scans and converts documents as needed into imaged files.
- Interprets a variety of documents to make timely, accurate entries on the docket, ensuring entries are appropriately linked, motions are properly referred and/or terminated, deadlines are scheduled and/or terminated appropriately, and directives are followed as issued in orders
- Prepares and transmits notices, judgments, orders, etc. to appropriate parties.
- Processes notices of appeal and appeal-related documents, reviews new appeals for jurisdiction and initial docketing issues.
- Works with chambers and supervisors to efficiently process orders; alerts chambers to errors and/or discrepancies in orders transmitted for processing.
- Provides coverage for other team members and departments as required.
- Performs electronic recording and courtroom deputy functions, as required.
- Informs customers of required fees. Receives payments and issue receipts. Secures funds in cash register. Balances cash drawer at the end of the day. Processes credit card payments.
- Processes mail and accepts deliveries.
- Performs jury-related responsibilities as required.

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 or administrative experience, commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or HR/payroll operations.

A qualified candidate can enter a high volume of complex data into an automated case management system accurately, having an acute attention to detail, adhere to stringent deadlines, demonstrate strong oral and written communication skills, organization, and analytical skills, and interact effectively with judges, attorneys, litigants, court personnel, and the public. The ideal candidate must be able to communicate with confidence, clarity, conciseness, and tact and handle multiple tasks simultaneously. Additionally, the candidate will work with minimal supervision and think logically under periodically large workloads and time constraints, all while maintaining an acceptable level of productivity.

Court-Preferred Qualifications:

- Familiarity with electronic case filing, especially CM/ECF
- Experience with court operations
- Experience with Microsoft Office Suite and Adobe Acrobat

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
- 11 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 (pre-tax contributions for health care and dependent care expenses)
- Long Term Care Insurance Program
- Periodic salary increases
- Onsite physical fitness facility

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 must complete a background check including FBI fingerprint check and have a subsequent favorable suitability determination.

Application Process:

Qualified applicants must submit the following in a **SINGLE PDF DOCUMENT**:

- Cover letter,
- Résumé, and
- Completed Form [AO-78 Application for Judicial Branch Employment](#) (also available on the court's website at www.wvsc.uscourts.gov/careers).

Application packets should be submitted via email to Human_Resources@wvsc.uscourts.gov, referencing vacancy **#22-CO-01 Case Administrator** in the subject line. To receive first consideration, application materials must be received by **December 23, 2021**. ***Accurate compliance with these instructions is a factor expressly considered in the evaluation of the application.*** Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The United States District Court is an equal opportunity employer and values diversity, equity, and inclusivity in the workplace.