



**UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT
VACANCY ANNOUNCEMENT - USDC-CT 14-10**

POSITION: Case Administrator I or II

OPENING DATE: July 24, 2014

CLOSING DATE: August 7, 2014

SALARY RANGE: CL 23 - CL25 (\$ 34,544 - \$54,035) *DOE

*Depending on experience

DUTY STATION: Hartford, CT

(with occasional travel to other locations in District)

Introduction

The Clerk of the United States District Court for the District of Connecticut is seeking qualified applicants for the full-time position of Case Administrator. Case Administrators perform various functions and are 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.

Duties include, but are not limited to, the following:

- Create and process new case files. May assign case numbers and judges to new cases. Open cases in case management system upon receipt of initiating documents, such as complaints, indictments, or petitions. Docket initial opening events.
- Check for prior or prohibited filing. Verify attorney's authority to practice. Monitor for return of exhibits, instruments, and sealed documents. Maintain integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents.
- Verify and issue summons. Certify court documents.
- Make summary entries on all documents and proceedings on the automated court docket. Perform quality control on attorney-docketed entries.
- Receive and docket terminating documents. Closes cases upon receipt of terminating documents, such as judgments and closing orders.
- Accept, review and process documents. Scan and convert documents filed over the counter into pdf files. Sort, classify, and file case records. Maintain court files. Prepare deficiency notices. Review file documents to determine conformity with rules, practices, and filing requirements and take appropriate follow up action. Prepare correspondence regarding file inquires, docket sheets, and other file request information. Retrieve files and make copies of records for court personnel, attorneys, and others. Rule on motions as permitted by local rules.
- Prepare, ship and retrieve records from the appropriate Federal Records Center. Scan, copy, file, pickup, and sort mail. Process mail. Maintain the mail meter and

- meter log. Receive and stamp incoming documents.
- Inform customers of required fees. Receive and receipt payments and ensure funds in cash register. Balance cash drawer at the end of the day. Process credit card payments for filed documents.
- Operate a variety of copying and records equipment. Answer and route incoming calls. Assist the public in use of computerized databases. Provide basic information to public, bar, and the court.
- May record court proceedings. May organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems, assisting with the orderly flow of proceedings.
- Test new procedures and processes and provide feedback. Provide backup coverage for team members and other departments, as required.
- Performs other duties as directed.

Qualifications and Requirements:

Requirements for prospective candidates include high school graduate or equivalent and a minimum of three (3) years of progressively responsible legal administrative work experience, 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. Successful candidates will be proficient in the use of computer applications, e.g. Word, Adobe Acrobat, and Excel; fast-paced environment requires incumbent to present a professional demeanor at all times; detail-oriented; and possess strong organizational and communication skills. Knowledge of court operations and functions, and CM/ECF experience desirable, but not required. The successful candidate must have the ability to communicate information effectively, verbally and in writing, in a timely manner.

Education:

High school graduation or equivalent required. Education above high school level may be substituted for experience. Bachelor's degree in a related field is a plus.

Benefits:

This position is covered by the Court Personnel System. A generous benefits package is available to full-time permanent employees which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Credit, time in-service, for prior government service for employees of other federal

agencies, as well as time for those with prior military service, will be taken into consideration with computing leave accrual and retirement benefits.

How to Apply:

Submit resume, with cover letter and salary history, **by email only**, to:
Human Resources Department @ Email: HR_department@ctd.uscourts.gov

- Please indicate position for which you are applying in your cover letter. The Court will only communicate with those qualified applicants who are selected for an interview. Applicants selected for interviews will be tested. No phone calls please.
- Applicants must be U. S. citizens or eligible to work in the United States.
- Successful candidate for this position is subject to a full fingerprint and background records check, and a six-month probationary period. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation.
- Mandatory electronic direct deposit of salary payment.
- Employees are required to adhere to the Code of Conduct for Judicial Employees [available to applicants to view at the court website: www.ctd.uscourts.gov].
- Employees of the U.S. District Court are EXCEPTED SERVICE APPOINTMENTS. Excepted service appointments are “at will” and can be terminated with or without cause by the court.
- The United States District Court is an Equal Opportunity Employer.
- All applications will be reviewed to identify the best qualified candidates. Due to the volume of applications received, the Court will only communicate with those individuals invited in for an interview. Applicants selected for interviews must travel at their own expense. The Court may close this announcement at any time, and it is therefore recommended that applications be submitted as soon as possible. The Court reserves the right to modify the conditions of this position announcement or to withdraw the announcement, which may occur without prior written notice.