



**UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT
VACANCY ANNOUNCEMENT - USDC-CT 22-18**

- POSITION:** Case Administrator/Relief Courtroom Deputy
- OPENING DATE:** August 16, 2022
- CLOSING DATE:** Open until filled.
Preference given to applications received by August 29, 2022
- SALARY RANGE:** CL 23 - CL25 (\$41,597- \$82,717) *DOE
*Depending on experience.
- DUTY STATION:** New Haven, CT
(with occasional travel to other locations in District)

Introduction

The United States District Court for the District of Connecticut is seeking qualified applicants for the full-time position of Case Administrator/Relief Courtroom Deputy. Case Administrators/Relief Courtroom Deputies 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. The incumbent will report to the New Haven Division Manager.

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, writs, and warrants. 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. Close 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 documents to determine conformity with rules, practices, and filing requirements and take appropriate follow up action. Prepare correspondence regarding file inquiries, 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 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 secure funds in cash register. Balance cash drawer at the end of the day. Process credit card payments.
- 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 the public, the bar, and the court.
- Serve as Electronic Court Recorder Operator and back-up Courtroom Deputy as needed. Record court proceedings. Processes transcript requests. Organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems and assisting with the orderly flow of proceedings. Performs case management.
- Test new procedures and processes and provide feedback.
- Incumbents are expected to support other departments (e.g., jury administration, finance, etc.) as needed.
- Perform other duties as assigned.

Qualifications:

Minimum Qualifications: The successful candidate must have the ability to communicate information effectively, verbally and in writing, in a timely manner. 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. Requirements for prospective candidates include high school graduate or equivalent and a minimum of two (2) years of progressively responsible 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.

Desired Qualifications: Bachelor's degree in a legal or related field is a plus. Knowledge of court operations and functions, and CM/ECF experience desirable, but not required. Strong technical skills, interest, and experience are 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 11 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
- Federal court employees may join the Federal Court Clerks Association, a national, professional organization founded in 1922.
- 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.

CONDITIONS OF EMPLOYMENT:

- Applicants must be U.S. citizens or eligible to work in the United States.
- Successful candidate will undergo a full fingerprint and background records check. 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: <http://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.
- Candidates for employment will be required to follow the COVID-19 vaccination policy for the District of Connecticut.

How to Apply:

Please submit resume, cover letter, narrative statement, references, and Federal Employment Application (AO 78) to:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=mf6sdx2k&pos=22-18>

Narrative statement question – Please explain in detail your technical and computer skills, interests, and experience.

Applications for Judicial Branch Federal Employment (AO78) may be obtained at: <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

The court will not reimburse candidates for interview travel or relocation expenses. Due to the volume of applications, only applicants selected for an interview will be notified. **No phone calls please.**

The District of Connecticut is an equal opportunity employer and values diversity and inclusion.