



UNITED STATES DISTRICT COURT – DISTRICT OF COLORADO

Alfred A. Arraj U. S. Courthouse

901 19<sup>th</sup> Street

Denver, CO 80294

[www.cod.uscourts.gov](http://www.cod.uscourts.gov)

## CASE ADMINISTRATION SPECIALIST

Vacancy Announcement #: 2024-11-USDC

<b>POSITION:</b>	<b>Case Administration Specialist</b>
<b>POSITION TYPE:</b>	<b>Full-Time Permanent</b> <b>(Mon – Fri, 8:00 am to 5:00 pm)</b>
<b>SALARY RANGE:</b>	<b>CL 24 (\$48,267 - \$78,503)</b> <b>CL 25 (\$53,329 - \$86,682)</b> (Starting salary depends on qualifications and experience)
<b>OPEN DATE:</b>	<b>Wednesday, April 3 2024</b>
<b>CLOSING DATE:</b>	<b>Open until filled</b>
<b>AREA OF CONSIDERATION:</b>	<b>Open to all qualified individuals</b>
<b>LOCATION:</b>	<b>Denver, Colorado (In Person at the Clerk's Office)</b>

The Clerk's Office of the United States District Court for the District of Colorado is accepting applications for a Case Administration Specialist. The Case Administration Specialist is primarily assigned to support a select group of judges but is also available for assignment to any judicial officer in the district.

The Clerk's Office of the U.S. District Court for the District of Colorado provides effective and efficient administrative and case management assistance and support to the judicial officers of the Court as well as to all others requiring services of the Court. The case administration specialist is primarily 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. This position reports directly to the Case Administration Supervisor. Learn more about the United States Courts [here](#).

### REPRESENTATIVE DUTIES

The representative duties of this position include but are not limited to:

- Manage civil and criminal cases from opening to closing. Review, identify, and research the accuracy, timeliness, and quality of data entered into the case record. Make corrections to the case record to comply with local and national procedures. Ensure that all case files and related information are accessible. Manage cases to ensure timely progression. Process notices of appeal and appeal-related documents. Perform quality control on attorney and staff- docketed entries.
- Prepare and analyze required reports. Check data from reports to meet quality assurance standards.
- Check for prior or prohibited filings. Verify attorney's authority to practice. Monitor for release of exhibits and sealed document. Verify and issue summons.
- Respond to inquiries on case status. Provide information and electronic case filing (ECF) instruction to external customers. Inform customers of required fees.
- Create and process new case files. May assign case numbers to judges and/or magistrate judges. Open cases in case management system. Docket initial opening events. Sort, classify, and file case records. Audit cases for closing and check the docket to ensure that all necessary documents are entered and that deadlines are met or terminated before filing the closing order.

- Scan and convert documents filed over the counter and received by mail into image files. Enter documents and proceedings on the case docket. Maintain documents in the appropriate location. Answer phone inquiries regarding case status, archive information, and court procedures. Provide forms via mail or e-mail as required.
- Assist the public with electronic and paper files. Conduct case research as required. Provide archive information for closed cases. Provide file copies as requested.
- Test new procedures and processes and provide feedback. Provide noticing as required by law. Maintain mailing records.
- Train incoming Case Administration Specialists on position's duties and provide appropriate support during onboarding process.
- Assist with order processing. Provide backup coverage for team members and other departments as required.
- Communicate and respond to all requests regarding operations. Answer procedural questions for judges, staff, and the public. Provide customer service and resolve difficulties while complying with regulations, rules, and procedures. Abide by the [Code of Conduct for Judicial Employees](#) and court confidentiality requirements. Always demonstrate sound ethics and good judgment. Handle confidential and sensitive information appropriately.

### MINIMUM QUALIFICATIONS

The successful applicant must be a high school graduate (or equivalent) and must have two years of general experience and one year of specialized experience to work at CL-24.

**General** experience is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

**Specialized** experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is 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 human resources/payroll operations.

### PREFERRED QUALIFICATIONS

Preference will be given to applicants who are college graduates, have specialized experience in a court (i.e. Federal, State, or Municipal courts), experience using Case Management/Electronic Case Filing (CM/ECF), Adobe Acrobat, and Microsoft Office products, and experience working with audio visual technology to include video conferencing, telecommunications, and audio system equipment.

The ideal applicant will possess the following: outstanding customer service skills, ability to prioritize, excellent communication skills (written and verbal), ability to always maintain professional appearance and demeanor, ability to show initiative and accountability, flexibility, and willingness to work harmoniously with others in a team-based organization. The applicant must also be able to work efficiently and effectively in a fast-paced atmosphere dealing with numerous and diverse legal issues.

### BENEFITS

A generous benefits package is available and includes the following: 13 days of vacation for first three years (which increases with tenure) and 13 days of sick leave, 11 paid holidays, retirement benefits, and Thrift Savings Plan (TSP) including a government match of up to 5%. Optional benefits include health and life insurance, dental and vision insurance, long-term care insurance (temporarily frozen), a Flexible Benefits Program which includes health, dependent care, and parking reimbursement, RTD EcoPass (depending on budget), and an in-house fitness facility. Also included is the Federal Occupational Health (FOH)/Employee Assistance Programs (EAP). Student loan forgiveness is available to those qualified, pursuant to the terms of the [Public Service Loan Forgiveness \(PSLF\) program](#). Court employees may also be eligible for telework or flexible schedules, in accordance with local policy.

See the complete list of benefits on our employment [website](#).

## **ADDITIONAL INFORMATION**

Employees must adhere to a Code of Conduct. This position is subject to mandatory fund transfer (EFT) participation, adherence to 8 U.S.C. § 1324b(a)(3)(B) regarding hiring of lawful permanent residents, and FBI fingerprint and background check. All offers are conditional upon the results of a criminal history inquiry. All compensation and promotions are subject to final approval by the Administrative Office of the U.S. Courts.

An internal reassignment (current employees of the U.S. District Court for the District of Colorado) requires a mandatory 6-month probationary period. New hires (including transfers from within the Judiciary) require a mandatory 12-month probationary period. More than one position may be filled from this vacancy announcement.

## **HOW TO APPLY**

- Application form AO78 (Download it [here](#))
- Current resume and cover letter
- Current or former federal employees, please submit a copy of your latest SF50.

Submit your cover letter, resume, application form and SF 50 (if applicable) in as a **single pdf document by email** to [cod\\_hrd@cod.uscourts.gov](mailto:cod_hrd@cod.uscourts.gov). Please note "Vacancy Announcement: **2024-11-USDC**" in the subject line of the email.

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