



**United States District Court
Southern District of Ohio
<http://www.ohsd.uscourts.gov/>**

VACANCY ANNOUNCEMENT

December 9, 2016

Vacancy Announcement Number – 16-27/CACOL

Case Administrator - Temporary 1 year 1 day appointment*

Duty Station – Columbus Courthouse –85 Marconi Boulevard – one or more vacancies

Salary: CL 23-24 (\$32,876 -\$59,173)

Appointment at CL 23 has future promotion potential to CL 24 without further advertisement.

Closing date for receipt of application packets: Monday, December 19, 2016 at 11:59 pm

***Position may become permanent without further advertisement or conclude earlier with advance notice.**

The Case Administrator is responsible for a variety of operational duties, specifically utilizing Electronic Case Filing (ECF). These duties include responsibility 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. Case Administrators serve as records and reproduction clerks and/or case initiation clerks. They receive and review incoming court documents for conformity with federal and local rules, and perform customer service and cashier duties for the purpose of providing procedural information and collecting court fees. The Case Administrator prepares case documents for appeal, reviews filed documents to determine conformity, takes appropriate action, and ensures that all orders and automated entries are appropriately and accurately docketed. This position is located in the Clerk's Office in Columbus and reports to the Case Management Supervisor. Typical work hours are 8:30 am to 5:00 pm.

ABOUT THE SOUTHERN DISTRICT OF OHIO:

The Southern District of Ohio covers a broad geographic area encompassing forty-eight urban and rural counties from just north of Columbus south to the Ohio River. The District is comprised of over 250 individuals including twenty active Judicial Officers, as well as Chambers Staff, Clerk's Office staff, U.S. Probation Office's staff and U.S. Pretrial Services Office's staff, located in the Cincinnati, Columbus and Dayton Courthouses.

DUTIES AND RESPONSIBILITIES:

- Receive and review incoming documents to determine conformity with appropriate rules, practices, and/or court requirements, and notify parties of discrepancies. Open cases in case management system, assuring assignment of case numbers and randomly assign cases to judges. Check for prior or prohibited filing. Monitor for release of exhibits and sealed documents. Verify and issue summons. Verify attorney's authority to practice.
- Review and evaluate the accuracy and quality of data entered into case management related databases, and accuracy of acceptance of documents and distribution of such from the general intake area.
- Greet the public, attorneys, and visitors to the court, whether in person or over the telephone and provide accurate answers to questions regarding the docket or general court information.
- Informs customers of required fees. Receive payments and issue receipts. Secure 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. Prepare case files for tracking records. Assist the public in use of computerized databases. Provide basic information to public, bar, and the court. Ensure data quality.
- Sort, classify, and file case records. Maintain integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents.
- Retrieve files and make copies of records for court personnel, attorneys, and others. Certify court documents.
- Scan, copy, file, pick-up, sort and process mail. Process mail received from electronic filers. Maintain mail meter and meter log. Receive and stamp incoming documents. Maintain court files.

REQUIRED QUALIFICATIONS: To be considered for this position at;

- CL 23, High school graduation or equivalent and two years of general experience is required*.

The successful applicant must have excellent communication, research, writing and interpersonal skills with the ability to work with others and have the ability to learn new technologies. The incumbent must be able to multitask, be highly self-motivated, proactive. The ability to maintain confidentiality is essential.

GENERAL EXPERIENCE: 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.

***EDUCATIONAL SUBSTITUTION:** Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

PREFERRED QUALIFICATIONS:

Bachelor's degree in a related field, from an accredited college or university. Experience in and working with criminal and civil case management. 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.

Experience in using Electronic Case Filing (CM/ECF), Adobe Acrobat, Microsoft Word, Microsoft Excel, Lotus Notes.

Benefits:

The United States District Court offers a generous benefits package to full-time permanent employees which include:

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| 10 Paid Federal Holidays | Long-Term Care Insurance (optional) |
| 13 Days Paid Vacation (per year for the first three years) | Public Transit Subsidy Program (optional) |
| 20 Days Paid Vacation (after three years) | Credit Union Participation (optional) |
| 26 Days Paid Vacation (after fifteen years) | Life Insurance (optional) |
| 13 Days Paid Sick Leave | Medical, Dental, and Vision Coverage |
| Thrift Savings Plan with matching funds (401k & Roth 401k style) (optional) | |
| Participation in Federal Employees Retirement System (FERS-FRAE) | |
| Health, Dependent & Commuter Reimbursement Programs (optional) | |

Conditions of Employment:

Applicants must be U.S. citizens or permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Positions in the Federal Judiciary are excepted service appointments, are considered "at will" and can be terminated with or without cause.

The applicant selected will be subject to an FBI background check and continued employment contingent upon favorable suitability determination. A negative finding from the background check may result in termination of employment.

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

Qualified applicants should submit one complete applicant's packet which includes: a letter of interest, a current/detailed resume, and a completed Application for Judicial Branch Federal Employment (form AO 78, available on the court website).

All documents should be submitted as a single PDF with the reference number 16-27/CACOL to:

Christina Romano
Human Resources Manager
Email: districtcourt_vacancy@ohsd.uscourts.gov

Please do not cut and paste your resume into your email.

Please ensure the AO78 (Application for Judicial Branch Federal Employment form) attached in your email has populated before sending to the districtcourt_vacancy@ohsd.uscourts.gov mailbox.

If you fail to provide these documents, your application package may be considered incomplete and may not be considered any further.

Travel and relocation expenses will not be reimbursed.

The District reserves the right to amend or withdraw any announcement without written notice to applicants. The District reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

The Southern District of Ohio is an Equal Opportunity Employer and Values Diversity in the workplace.