UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF LOUISIANA

NOTICE OF VACANCY

The United States District Court for the Middle District of Louisiana is accepting applications for the position of **Case Administrator.**

ANNOUNCEMENT NUMBER: 16-USDC-7

LOCATION OF POSITION: Baton Rouge, Louisiana

POSITION TITLE: Case Administrator

CLASSIFICATION LEVEL: Court Personnel System, CL 24-26

SALARY RANGE: $35,470-$70,103 annually

OPENING DATE: Wednesday, October 26, 2016

CLOSING DATE: Wednesday, November 9, 2016, 5:00 PM CST

STARTING DATE: TBD

- This is a full-time permanent position with promotion potential up to CL 26 without further competition.
- Starting salary commensurate with experience, qualifications, and salary history.

POSITION OVERVIEW:

The United States District Court for the Middle District of Louisiana is accepting applicant's packets for the position of Case Administrator. We are seeking a responsible, dedicated, detail oriented, professional individual with the ability to meet and communicate effectively with a variety of people. Office hours are Monday through Friday, 8:00 AM – 5:00 PM. This position reports directly to the Case Administrator Supervisor.

DUTIES AND RESPONSIBILITIES:

- Check for prior or prohibited filing. Monitor for release of exhibits and sealed documents. Verify and issue summons. Verify attorney's authority to practice.
- Informs customers of required fees. Receive payments and issue receipts. Secure fund 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. Create and process new case file. May assign case numbers to judges and/or magistrate judges. Open cases in case management system. Docket initial openings events.
- Prepare, ship, and retrieve records from the appropriate Federal Records Center. Scan, copy, file, pickup, sort and process mail. Process e-mail received from electronic filers. Maintain the mail meter and meter log. Receive and stamp incoming documents. Maintain court files.
- Other duties as assigned.

GENERAL INFORMATION:

- Applicants must be U. S. citizens or eligible to work in the United States.
- Reference and background checks will be conducted on the final candidate(s).
- Work is performed in an office setting. Professional/business casual attire is required.
- Some travel may be required

QUALIFICATIONS AND REQUIREMENTS:

To qualify for the position of Case Administrator, applicant must have a high school diploma or equivalent. The applicant must possess exceptional computer skills and the ability to analyze work processes. Applicants must be able to pay close attention to detail as this position demands accuracy and quality in all assignments. Applicants must be team players who are dependable, detail oriented, and able to work in a multitasking, fast paced environment. This position encompasses a great deal of responsibility and requires a mature, self-motivated person with a professional attitude. Applicants must possess exceptional communication skills as frequent contact with a wide variety of individuals within and outside the Judiciary is required. Additionally, specialized court experience is required as stated in the chart below.

Level	Minimum Experience
CL 24	One year of specialized experience equivalent to work at CL 23
CL 25	One year of specialized experience equivalent to work at CL 24
CL 26	One year of specialized experience with one year equivalent to work at CL 25

Specialized experience: 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.

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

DESIRED QUALIFICATIONS:

A college degree in a business related field, higher education courses, and/or experience in a court/legal environment is preferred.

BENEFITS:

Judiciary employees serve under excepted appointment (not civil service). Employees working at least 20-hours per week or more are eligible for benefits. The generous Federal Employees benefits package includes:

- Ten (10) paid Federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS/FRAE)
- Traditional and Roth Retirement savings and investment plan under Thrift Savings Plan (TSP) with employer matching contributions.
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Supplemental Dental & Vision Benefits offered through Federal Employees Vision & Dental Plan (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Group Long Term Care Insurance through CNA
- Flexible Benefits Program for Health Care Reimbursement and Dependent Care Reimbursement
- Paid on-site assigned parking
- 24-hour fitness facility

This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net earnings.

APPLICATION PROCEDURES:

Qualified applicants should submit a complete applicant's packet which includes: a letter of interest, a current/detailed resume, three references, AND a completed Application for Judicial Branch Federal Employment (Form AO-78). Applicant's packets must be received by 5:00 PM CST Wednesday, November 9, 2016 to be considered. Applications for Judicial Branch Federal Employment (Form AO-78) may be downloaded from the employment link on our website www.lamd.uscourts.gov. **YOU MUST REFERENCE THE ANNOUNCEMENT NUMBER IN YOUR LETTER OF INTEREST.** Applications will not be considered complete until all of the items listed above have been received by Human Resources. Hard copies will not be accepted. Please email or fax your complete applicant's packet to:

humanresources@lamd.uscourts.gov

*(Attachment must be saved as **one** PDF file – Multiple attachments WILL NOT be accepted.)*

OR

Attention: Human Resources; fax number 225.389.3542

ADDITIONAL INFORMATION:

The most qualified applicants may be invited to one (or more) personal interview(s) with the Court. Applicants selected for interviews will be required to travel to the designated location at their own expense. The court is not authorized to reimburse applicants for travel and/or relocation expenses. All applicants who participate in the interview process will receive a written response if they are not selected. **Please do not inquire about the status of your application.**

Prior to appointment, the selectee considered for this position is required to undergo a FBI Background Check and Investigation. The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination of the background investigation.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are NOT included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees depending on the appointment type. Employees who work at the Court are considered at-will and work at the pleasure of the court.

The Court has the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice. Multiple vacancies may be filled from this announcement. The incumbent(s) will be subject to a one year probationary period for this position.

The Court provides reasonable accommodations to applicants with disabilities in accordance with the American with Disabilities Act. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

The United States District Court for the Middle District of Louisiana is an Equal Opportunity Employer and values diversity in the work place.