



# CAREER OPPORTUNITY

## United States District Court District of South Carolina

### POSITION

**Case Administrator**

### LOCATION

**Charleston, SC**

### SALARY/TARGET

**CL 23-25  
(\$33,086 to \$50,598)\***

*\*Starting salary usually in the low to middle portion of the range provided above, depending on qualifications and experience. If hired at the CL 23 or CL 24, promotion to the higher level(s), budget allowing and when determined qualified, would be available without further competition.*

### OPENING DATE

**June 25, 2018**

### CLOSING DATE

**Open until filled -  
preference given to applications  
received by July 13, 2018**

### ANNOUNCEMENT #18-05

Position Available:

**TBD**

### POSITION OVERVIEW

The Clerk's Office of the United States District Court for South Carolina is seeking applicants for a full time permanent Case Administrator for the **Charleston** division. The incumbent is responsible for managing the progression of cases, both civil and criminal, from opening to final disposition. The incumbent is responsible for making summary entries and performing data quality control in the court's Electronic Case Filing System (ECF). The incumbent receives and reviews the documents to ensure the integrity, quality, and efficiency of the electronic database. The incumbent assists in case management by ensuring that automated entries are accurate for proper case management. Requires high volume public interaction to answer inquiries on case status and other related matters via telephone and in person. Additionally, the incumbent will review and examine electronically filed documents for processing, perform clerical duties related to processing legal documents, perform cashier duties for court services, perform mail duty, and provide top quality service to our internal and external customers.

#### **Representative Duties:**

- Receives and reviews incoming documents to determine conformity with appropriate local and/or federal procedural rules, practices, and/or court requirements.
- Scans and files documents when appropriate.
- Assures assignment of case numbers and randomly assigns cases to judges.
- Verifies attorney's authority to proceed before the court.
- Routes documents to proper offices after acceptance.
- Acts as a point-of-contact and furnishes information to a wide variety of people within and outside the court.
- Makes summary of entries of all documents and proceedings in the ECF database.
- Processes confidential and sensitive material.
- Processes incoming/outgoing mail.

- Informs customers of required fees. Receives payments and issues receipts. Secures funds in cash register. Balances cash drawer at the end of the day. Processes credit card payments for filed documents.
- Performs data quality control in all assigned cases in the court ECF system
- Demonstrates good customer service skills.
- Advises attorneys on how to correctly amend electronically filed documents.
- Assists with case management to assure that entries are linked appropriately.
  1. Answers inquiries on case status.
  2. Enters new cases in ECF.
  3. Prepares appeals and transfers relating to cases.
- Performs other duties as assigned.

## QUALIFICATIONS

### **Minimum Qualifications:**

Applicants must be a high school graduate, or equivalent, with a minimum of two years specialized experience to include progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Applicants must possess exceptional computer skills with a demand for accuracy and quality assurance. Applicants must be team players who are dependable, detail oriented, and able to work in a multitasking and fast-paced environment. 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.

### **Preferred Qualifications:**

Bachelor's degree from an accredited four-year college or university in a related area is preferred. Minimum two years of specialized experience. Specialized experience is progressively responsible clerical or administrative work including the use of legal terminology and the application of a body of rules, regulations, directives or laws. Such experience is most often found in law firms, office of legal counsel, state and federal courts, real estate and insurance companies. Knowledge of clerk's office case management procedures, Court's local rules and general orders is preferred. Broad knowledge of Word Perfect, Microsoft Word, Excel, Adobe Acrobat, Internet browsers, automated case management systems and scanning equipment are desirable.

### **Educational Substitutions:**

Educational substitutions may be made for some of the required experience. Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.

## BENEFITS

Federal benefits include paid vacation and sick leave, (10) paid holidays, and retirement benefits. Optional benefits include health and life insurance, disability insurance, dental and vision insurance, and a tax-deferred savings plan. For additional information regarding benefits that may be available, go to [www.opm.gov](http://www.opm.gov).

## ADDITIONAL INFORMATION FOR APPLICANTS

Employees of the United States District Court serve under excepted appointments and are considered "AT WILL" employees and serve at the pleasure of the Court. Judiciary employees must adhere to a Code of Conduct. The applicant who best suits the needs of the Court will be selected.

- Appointees may be removed from this position at any time if, after reasonable on-the-job training, the candidate fails to perform at a satisfactory level.
- All applicants will be screened to identify the best qualified and suitable candidate. Please do not contact the court to inquire about the status of your application. The U.S. District Court will only make contact with those qualified applicants who will be invited to be tested and/or interviewed.
- Final candidates will undergo a background investigation with law enforcement agencies, as well as a check of financial and credit records.
- The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which actions may occur without prior written or other notice.
- In the event a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk of Court may elect to select the next top rated candidate from those who applied for the initial announcement without re-posting the position.
- A mandatory electronic direct deposit of salary payments is required.
- Applicants must be a U.S. Citizen or eligible to work in the United States.
- Incomplete resumes will not be considered.
- Expenses for interviews or relocation are not authorized for reimbursement.
- The court is an **EQUAL OPPORTUNITY EMPLOYER**.

## HOW TO APPLY

Qualified individuals must submit all of the following documents:

- cover letter detailing how your qualifications meet the job requirements,
- a current resume,
- a list of three work references who can be contacted, with current contact information, including telephone numbers, and
- a completed AO-78, Application for Judicial Branch Employment (may be found at [www.uscourts.gov](http://www.uscourts.gov) under Services & Forms).

All application materials must be mailed to:

United States District Court  
Human Resources - Vacancy #18-05  
901 Richland Street  
Columbia, SC 29201

Applicants who do not submit **all** requested materials by the closing date of this announcement may lose consideration for the position.

**No faxes or emails will be accepted.**