

POSITION TITLE: CASE ADMINISTRATOR

Announcement #	2011-06
Court Name	United States District Court for the District of South Carolina
City	Charleston
State	South Carolina
Court Website	www.scd.uscourts.gov
Permanent Positions	Yes
Starting Salary Minimum	\$31,000
Starting Salary Maximum	\$50,000

POSITION DESCRIPTION

The position is located in the Clerk's Office of the United States District Court for the District of South Carolina in **Charleston**. Case administrators are 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. High volume public interaction, via telephone and in person, and is required to answer inquiries on case status and other related matters. Additionally, the incumbent will review and examine electronically filed documents for processing, have clerical duties related to processing legal documents, and provide top quality service to our internal/external customers.

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.

Routes documents to proper offices after acceptance.

Verifies attorney's authority to proceed before the court.

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.

Performs data quality control in all assigned cases in the court Electronic Case Filing System (ECF).

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. Prepare appeals and transfers relating to cases

Performs other duties as assigned.

QUALIFICATIONS

Prospective candidates should have a minimum of two years responsible 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.

Legal/court experience helpful, but not required. Requires proficiency in the use of computer applications, e.g., WordPerfect and the ability to communicate information accurately and in a timely manner from individuals within and outside the court unit. The successful candidate must be able to communicate effectively verbally and in writing.

High school graduation or equivalent required. Bachelor's degree from an accredited four-year college or university in a related area preferred.

Education above high school level may be substituted for experience.

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 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first 3 years; 20 days per year after 3 years; and 26 days per year after 15 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
- Optional participation in private long-term disability plan
- Credit for prior government service

HOW TO APPLY

Qualified persons interested in being considered for this position are invited to submit **all** of the following documents: (1) a cover letter detailing how your qualifications meet the job requirements; (2) a current resumé; (3) at least three professional references with current contact information; and (4) a completed AO-78, Application for Judicial Branch employment.

AO78 Form Link: <http://www.uscourts.gov/FormsAndFees/Forms/CourtForms.aspx>

All application materials must be received in our office no later than **4:30 pm on Friday, May 6, 2011** and are to be sent to:

United States District Court
Attention: Personnel Manager
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.

INFORMATION FOR APPLICANTS

Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. Applicant must be a United States Citizen or permanently eligible to work in the United States.

The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants to review upon request.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

All applicants will be screened to identify the best qualified and suitable candidate. The U.S. District Court will only make contact with those qualified applicants who will be invited to interview. Final candidates will undergo a background investigation with law enforcement agencies, as well as a check of financial and credit records.

Only the best qualified applicants will be invited for a personal interview. Court funds are not available to defray interview expenses.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which may occur without any prior written or other notice. This job announcement may involve filling more than one position described herein.

AN EQUAL OPPORTUNITY EMPLOYER