

Vacancy Announcement # 23-07

Position: Case Administrator
Location: Charleston, South Carolina
Salary: CL 23-CL 25 (\$37,357 – \$57,118) *
Opening date: May 30, 2023
Closing date: Open until filled, preference given to applications received by June 16, 2023.

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 assists in case management by ensuring that all orders and automated entries are appropriately and accurately filed. This position includes 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 duties, and provide top quality service to our internal and external customers.

Primary Duties

- Receives and reviews filed documents to determine conformity with local and/or federal procedural rules, practices, and/or court requirements.
- Scans and files documents when appropriate.
- Assures assignment of case numbers and may assign 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 entries of all documents and proceedings in the ECF database.
- Manages 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.
- Performs data quality control in all assigned cases in the court's 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.
- Answers inquiries on case status.
- Enters new cases in ECF.
- Processes notices of appeal and case-related transfers.
- Performs other duties as assigned.

*Starting salary is 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.

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

The United States District Court is part of the Judicial Branch of the United States Government. Court employees are entitled to the same benefits as other federal employees. These benefits include:

- 11 paid holidays per year;
- Paid annual leave in the amount of 13 days per year for the first three years of employment; 20 days after three years; and 26 days after fifteen years of federal service;
- Paid sick leave in the amount of 13 days per year;
- Mandatory participation in the Federal Employees Retirement Program and Social Security Retirement Program;
- Optional participation in the Thrift Savings Plan (TSP);
- Optional participation in the Federal Employees Health Benefits (FEHB), Federal Employee Group Life Insurance (FEGLI), Federal Employees Dental and Vision Plans (FEDVIP), and the Judiciary's Flexible Spending Programs;
- Optional participation in the Judiciary's Long Term Care Insurance Program.

The following link is provided for additional information regarding benefits:
<https://www.uscourts.gov/careers/benefits>

Conditions of Employment

- Employees must be United States citizens or lawful permanent residents currently seeking citizenship or intending to become a citizen after meeting the eligibility requirements as outlined in Title 8 U.S.C. § 1324b(a)(3)(B).
- Employees are required to adhere to the *Code of Conduct for Judicial Employees*, which is available to applicants to review upon request.
- Employees of the United States District Court are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the Court.
- Employees in this position will be hired provisionally pending the successful completion of a background investigation with law enforcement agencies. Unsatisfactory results may result in termination of employment.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

Application Procedure

Interested applicants must submit four (4) items in one (1) PDF document:

- Cover letter,
- Resumé,
- Application for Federal Employment (AO-78) – a link to the form is provided here <https://www.uscourts.gov/services-forms/forms>, and
- List of three professional references with current contact information.

Position is open until filled. Priority consideration will be given to applications received by **4:00 PM on Friday, June 16, 2023**. Submit via email to personnel@scd.uscourts.gov and include “Case Administrator – #23-07” in the subject line. Hard copies and faxed copies of applications will not be accepted. Incomplete applications will not be considered.

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. Only applicants selected to be tested and/or interviewed will be notified. Unsuccessful applicants will not receive notice. Expenses for interviews or relocation are not authorized for reimbursement.

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.

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.

The United States District Court is an Equal Opportunity Employer