

Career Opportunity Case Administrator

Classification Level: CL 25

Starting Salary Range: \$42,070-\$52,613

Classification Level Salary Range: \$42,070-\$68,427

*Announcement
Number: 15-24*

Posted: October 30, 2015

*Closes: November 30,
2015*

*Location: Flint,
Michigan*



U.S. District Court
Eastern District of Michigan
www.mied.uscourts.gov

The Theodore Levin
United States Courthouse
231 West Lafayette Blvd.
Detroit, MI 48226
Attention: Human Resources
Room 848

E-mail application materials to
"apply@mied.uscourts.gov"
Subject: Case Administrator

**AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES.
ONE POSITION AVAILABLE.**

POSITION SUMMARY

This position is located in the Clerk's Office in Flint, reporting directly to the Operations Supervisor. Case Administrators perform various functions and are responsible for providing assistance and information to the public, the bar and the Court. 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. Case Administrators may also be responsible 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. Employees at this level may also prepare cases for closing by ensuring that all necessary orders are entered and proceedings are completed accurately. Work is performed in an office setting or a courtroom. Some lifting may be required to handle and set up equipment in the courtroom. Travel within the District (Detroit, Ann Arbor and Bay City) will be required. Tasks may require occasional work outside the normal business hours.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:

- Perform special assignments, as necessary. Create and process new case files. May assign case numbers to judges and/or magistrate judges. Open cases in case management system. Docket initial opening events.
- Draft simple orders and judgments for the judge's approval including judgment commitment orders. Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems.
- 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. Maintain physical court files. Retrieve files and make copies of records for court personnel, attorneys, and others. Certify court documents and ensure data quality.
- Prepare, ship and retrieve records from the appropriate Federal Records Center. Scan, copy, file, pickup, and sort mail. Receive and stamp incoming documents. Maintain the mail meter and meter log. Process e-mail received from electronic filers.
- Perform cashier duties such as receive payments and issue receipts, process credit card payments, secure funds in cash register, and balance cash drawer at the end of the day.
- Check for prior or prohibited filing. Verify and issue summons. Verify attorney's authority to practice. Perform attorney admission duties.
- Process notices of appeals, and appeal-related documents. Accept, review and process documents. Review filed documents to determine conformity and take appropriate action and follow up with rules, practices, and filing requirements. Prepare correspondence regarding file inquires, docket sheets, and other file request information.
- Operate a variety of copying and records equipment. Assist the public and provide information to public, bar, and the court.
- Process transcripts; arrange for transcripts; answer questions from parties and the public regarding transcripts. Refer defendants to probation office as appropriate.
- As a backup to Case Managers, employees may on occasion: Calendar and regulate case movement, attend court sessions and conferences, set up the courtroom, and assure presence of all necessary participants, record court proceedings, take notes of proceedings, rulings, notices and make summary entries on the docket of all documents and proceedings.
- As a backup to Case Managers, employee may on occasion: notify Jury Administrator of upcoming trials, needs for jurors, etc., assist the judge and parties in jury selection and maintain records of jury selection and attendance. Employee may also have to schedule court reporters and interpreters.
- Perform other duties as assigned

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QUALIFICATIONS

Qualifications must be met at the time of application. The successful candidate must possess the following:

- Consistent, high quality past job performance demonstrating sound ethics and judgment
- An attendance record that indicates reliability/commitment
- Excellent verbal and written communication skills (grammar, spelling, punctuation, etc.)
- Excellent organizational skills
- Ability to take initiative, manage multiple tasks, respond to requests on short notice and meet stringent deadlines
- Ability to be tactful and work cooperatively with others, including judicial officers, the public and colleagues
- Proficient in the use of Microsoft Word, Word Perfect and Excel; in conducting internet searches; and in the use of computer file structure and other computer applications

Required: High school graduation or equivalent with a minimum of two years specialized experience **within the last seven years of employment**, including at least one year of specialized experience equivalent to work at the CL 24 level. For placement above the minimum, at least two years of specialized experience equivalent to work at the CL 24 level **within the last seven years of employment** is required.

Specialized experience is defined as progressively responsible **administrative support** experience in a office setting requiring the regular and recurring application of administrative procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involves the routine use of specialized terminology and automated technology for word processing, data entry and report generation. **Note:** Experience as judge, attorney or law clerk does not meet the requirements of specialized experience for this position.

Preferred: Current or most recent position meets the definition of specialized experience. Experience in a position performing similar duties in a court setting within the last seven years of employment. A minimum of an associates degree in a related field, a paralegal degree/certificate and/or a judicial administration certification is desirable.

PROCEDURES FOR APPLYING

To be assured consideration, please submit the following single-sided documents **ONLY:** a cover letter (include announcement number), resume **and completed application** (download from the Court website) to the address at the left of page 1 by 5:00 PM on the closing date. E-mail submission is preferred. E-mailed documents must be in WordPerfect, Word or PDF format. Zip files and faxes will not be accepted.

Application materials that do not adhere to the Procedures for Applying may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate application must be made to individual vacancy announcements.

A general skills assessment will be administered. Only those applicants selected for assessment will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

An Equal Opportunity Employer

All applicants must be a U.S. citizen or be eligible to work in the United States.

All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.

Retention depends upon a favorable suitability determination.

All appointments also subject to mandatory electronic funds transfer.

More than the advertised number of positions may be filled with this announcement.