

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF GEORGIA



Human Resources Office
75 Ted Turner Drive, SW, Room 2013
Atlanta, GA 30303-3338

Vacancy Announcement # 23-32

Opening Date: September 13, 2023

Closing Date: Open until filled.

Priority will be given to applications received by October 5, 2023.

CASE ADMINISTRATOR

CL 24/25

Salary Range: \$43,683 - \$78,428

Placement in the range depends upon
education and experience

More than one position may be filled

OVERVIEW: The United States District Court for the Northern District of Georgia seeks high achievers interested in a long-term career in public service with the federal judiciary to serve as a case administrator in the exciting and growing city of Atlanta, Georgia. The case administrator performs vital tasks to facilitate the progression of civil and criminal cases from opening to termination in federal court.

REPRESENTATIVE DUTIES MAY INCLUDE: Make summary entries of documents and proceedings on the docket, including but not limited to pleadings, petitions, motions, complaints, minutes, and orders; assist in civil and criminal case management; prepare and transmit items such as notices, judgments, and orders to appropriate parties; inform parties when a judgment or appealable order is entered on the docket; answer inquiries on case status; open cases upon receipt of initiating documents such as complaints, indictments, or petitions; close cases upon receipt of terminating documents; perform quality control reviews of electronically filed pleadings, noting errors and following appropriate procedures to correct them; communicate with judges' chambers regarding case filings; respond to questions and requests for assistance from members of the bar on the use of electronic case filing; review e-filed documents and take appropriate action; and perform all other duties as may be assigned.

MANDATORY QUALIFICATIONS: The successful candidate must be a high school graduate or equivalent and possess one or more years of specialized experience (as defined below). To be appointed at the CL 24 level, at least one year of that experience must have included duties equivalent to filing, copying, inputting data, answering phones, typing, formatting, and / or assembling reports. To be appointed at the CL 25 level, one or more years of specialized experience must have included duties equivalent to initiating and maintaining case files, reviewing documents to determine if they are consistent with applicable rules and procedures, and responding to inquiries regarding the status of pending matters. Proficiency in and ability to do frequent, continuous keyboarding are requisites for the position. A typing test (3-minute timing) and a skills test will be administered to qualified applicants prior to scheduling an interview.

PREFERRED QUALIFICATIONS: Preference will be given to those candidates who have a college degree and court or law firm experience, particularly in the federal system.

SPECIALIZED EXPERIENCE: Progressively responsible clerical or administrative experience that demonstrates the ability to apply a body of rules, regulations, directives, or laws to regular and recurring clerical procedures and involves the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation. Such experience is commonly encountered in court clerks offices, law firms, legal counsel offices, banking and credit firms, educational institutions, social services organizations, insurance companies, real estate and title offices, corporate headquarters, and human resources / payroll operations. The

particular knowledge and skills needed to perform the duties of this position include document analysis; filing; telephone usage; typing; record keeping; compiling and reporting statistical data; and making detailed, accurate entries using computer equipment.

BENEFITS:

- Accrual of paid vacation and sick leave days, based on length of service, and eleven paid holidays during the year.
- Participation in pre-tax benefit programs (health, dental, and vision insurance programs; flexible spending accounts; commuter reimbursement).
- Available group life insurance and long term care insurance.
- Participation in the telework program.
- Public transportation subsidy.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (with employer matching a percentage of employee's contribution).

NOTICE TO 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. All employees of the Clerk's Office are required to adhere to a Code of Conduct, copies of which are available upon request. All employees serve a one-year probationary period. As a condition of employment, the selected candidate must successfully complete a background check with law enforcement agencies and a check of financial and credit records. All offers of employment are provisional until a full suitability determination has been made. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants must be a United States citizen or eligible to work in the United States.

The United States District Court is a part of the judicial branch of the United States government. Although comparable to the executive branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service positions.

The selectee for this position is subject to a criminal record check and satisfactory adjudication by the employing office to be eligible for employment. Candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 are not required to complete questions 18-20 regarding criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and/or misleading information may be grounds for removal from the application and selection process as well as disciplinary action if discovered after an individual's date of hire.

APPLICANT INFORMATION: To apply for this position, qualified applicants should submit: 1) an application for Judicial Branch Federal Employment, Form AO 78, (available through this link: <http://www.uscourts.gov/file/635/download>); 2) a cover letter addressing qualifications and relevant experience; and 3) a chronological résumé including education, employment, and salary history. The completed package as a single pdf file should be submitted electronically to HR_GAND@gand.uscourts.gov or via mail to **United States District Court, Attn: Human Resources Manager, Vacancy #23-32, 75 Ted Turner Drive, SW, Room 2013, Atlanta, GA 30303-3338**. All applicants will be screened, and only the best qualified candidates will be invited for the skills assessment test. Interview and relocation expenses are not reimbursable.

ABOUT ATLANTA

Atlanta is rich in arts and culture, a leader in film and TV production, and home to several professional sports teams including the Atlanta Braves, Atlanta United, Atlanta Falcons, Atlanta Hawks, and Atlanta Dream. We enjoy mild winters and a climate that allows for almost year-round enjoyment of numerous parks, hiking trails, and other outdoor recreational areas.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.