



United States District Court, Northern District of Indiana
204 S. Main Street
South Bend, IN 46601
www.innd.uscourts.gov

Vacancy Announcement Number: 2020-02

VACANCY NOTICE

Position Title: Case Administrator II	Opening Date: April 21, 2020 Closing Date: May 5, 2020
Appointment Type: Full-Time	
Duty Station: South Bend, Indiana	
Salary: CL 24 (\$38,298 - \$62,300) to CL 25 (\$42,302 - \$68,808)* <i>*Starting salary commensurate with work experience, education, qualifications and local court policy. Position is promotion eligible to CL 25 without further competition.</i>	

Introduction:

The Clerk's Office of the United States District Court for the Northern District of Indiana is accepting applications for a full-time Case Administrator in the South Bend Division. The incumbent performs various functions and is responsible for maintaining and processing pro se case information and managing the progression of civil and criminal cases from opening, to appeals, to final disposition in accordance with approved internal controls, procedures, and rules. The Case Administrator performs docketing, noticing, maintains official case records, monitors the completion of required procedural steps, prepares case documents for appeal, reviews filed documents to determine conformity and takes appropriate action, ensures that all orders and automated entries are appropriately and accurately docketed, and makes summary entries on the docket of all documents and proceedings. The Case Administrator interacts extensively with judges' chambers, attorneys, pro se litigants, government agencies and the public. This position requires professionalism, sound judgment, and flexibility.

Duties and Responsibilities:

- verifies attorney's authority to practice;
- checks for prior or prohibited filings;
- prepares correspondence regarding file inquiries, docket sheets and other file information;
- certifies court documents;
- monitors release of exhibits and sealed documents and verifies and issues summons;

- secures funds in the register, processes checks and credit card payments, and balances payments made at day's end;
- assists in preparation and shipping of records to the appropriate Federal Records Center and retrieves records, as needed;
- processes pro se pleadings, including opening new civil cases and docketing of pro se filings in criminal and civil cases;
- assigns case numbers to judges and/or magistrate judges;
- opens civil and criminal cases in electronic case management system and docket initial opening events;
- scans documents filed conventionally that meet all requirements;
- communicates with the parties and attorneys regarding procedural requirements and case status;
- routes documents to proper office/person after acceptance when appropriate;
- maintains integrity of filing system by performing quality control procedures, monitors proper access to records, maintains timely and accurate filing of documents, and ensures all automated entries are appropriately linked for proper case management;
- operates a variety of copying and office equipment; and
- performs other duties as assigned.

Qualifications, Skills and Requirements:

Minimum Qualifications:

Candidates must have a high school diploma or equivalent, two years of general experience, and one year of specialized experience. To qualify for appointment at a CL 25, a candidate must have at least one year of specialized experience equivalent to a CL 24. **Specialized experience** is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws that involve 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 law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Desired Qualifications:

Bachelor's degree from an accredited college or university. Knowledge of legal terminology and processes. Experience in the federal judicial system and/or with electronic case filing systems is highly desirable.

Candidates must also demonstrate:

- a consistent past employment record;
- exceptional computer skills with a demand for accuracy and quality assurance;
- a demonstrated ability to thoroughly research and solve problems;
- ability to think through, analyze, and interpret complex issues;
- ability to prioritize tasks and work assignments;
- superior oral and written communications skills;
- strong organizational skills and attention to detail;

- strong interpersonal skills, ability to work well with others, and ability to collaborate within a team; and
- a professional demeanor and appearance appropriate for a law or professional office environment.

Conditions of Employment:

Judiciary employees are required to adhere to the Code of Conduct for Judicial Employees (<http://www.uscourts.gov/RulesAndPolicies/CodeOfConduct.aspx>). This position is classified as a sensitive position; therefore, the successful applicant will be hired provisionally pending the successful completion of a required background investigation that includes FBI fingerprinting and ends with a favorable employment suitability determination. Reinvestigation may be required every five years thereafter. Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. Judicial Branch employees of the United States District Court are excepted service appointments, are not under the Civil Service System, are not subject to the employment regulations of competitive service and are “at-will” employees who can be terminated with or without cause by the Court. This position is subject to mandatory electronic fund transfer participation for payment of net pay.

Benefits:

The Federal Judiciary offers a comprehensive and diverse benefits package that includes a minimum of 10 paid holidays per year, paid annual leave, paid sick leave, a defined contribution benefit pension plan, and a retirement savings plan with capped matching employer contributions. Optional benefits include participation in the Federal Employees Health Benefits (FEHB) Program, the Federal Employees Group Life Insurance (FGLI) Program, the Federal Employees Dental and Vision Insurance Program (FEDVIP) and additional supplemental programs that include a Commuter Benefit Program; Long-Term Care Insurance; private long-term disability plan; and a Flexible Benefits Program. Time-in-service credit is available to employees of other federal agencies, as well as for those with prior military service, for determining leave accrual and retirement benefits.

Application Process:

Qualified applicants are invited to submit a cover letter, resume and Application for Judicial Branch Employment Form AO-78 (available at <http://www.innd.uscourts.gov/sites/innd/files/AO078.pdf>). Submit by email **all** material in a **single pdf** to humanresources@innd.uscourts.gov. Please reference the Vacancy Announcement Number in the subject line of the email. **To be considered, all application packets must be received by close of business on May 5, 2020. Incomplete packets and those submitted after the deadline will not be considered.** Verification of employment, education, and reference checks will be made prior to any offer of employment.

Participation in the interview process will be at the applicant’s own expense. The Court will not pay for relocation expenses. Only those applicants selected for an interview will be contacted.

The United States District Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, and/or to fill the position earlier than the closing date. Any such actions may occur without prior written or other notice.

Indiana Northern District Court is an Equal Opportunity Employer.