



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

Vacancy Announcement Number: 2021-06

VACANCY NOTICE

Position Title: Case Administrator

Opening Date: November 8, 2021

Closing Date: Open until filled, with first consideration given to Applications received by November 15, 2021.

Appointment Type: Full-Time, Regular, Excepted Service

Duty Station: Fort Wayne, Indiana

Salary: CL 24 (\$38,694 - \$62,904) to CL 25 (\$42,747 - \$69,462) *
**Salary range exhibits full earning potential of position using current Pay Tables. Starting salary is commensurate with work experience, education, qualifications, local court policy, and guidelines of the Administrative Office of the U.S. Courts. Candidates generally start in the low to mid salary range. Position is promotion eligible up to CL 25 without further competition.*

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 Fort Wayne Division. The incumbent performs various functions and is responsible for maintaining and processing 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:

General responsibilities of the position include, but are not limited to:

- verify attorney's authority to practice;

- check for prior or prohibited filings;
- prepare correspondence regarding file inquiries, docket sheets and other file information;
- certify court documents;
- monitor release of exhibits and sealed documents and verify and issue summons;
- secure funds in the register, process checks and credit card payments, and balance payments made at day's end;
- assist in preparation and shipping of records to the appropriate Federal Records Center and retrieve records, as needed;
- process pro se pleadings, including opening new civil cases and docketing of pro se filings in criminal and civil cases;
- assign case numbers to judges and/or magistrate judges;
- open civil and criminal cases in electronic case management system and docket initial opening events;
- scan documents filed conventionally that meet all requirements;
- communicate with the parties and attorneys regarding procedural requirements and case status;
- route documents to appropriate office/person after acceptance;
- maintain integrity of filing system by performing quality control procedures, monitor proper access to records, maintain timely and accurate filing of documents, and ensure all automated entries are appropriately linked for proper case management;
- operate a variety of copying, scanning and other office equipment; and
- perform 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. **General experience** is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. **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. At the Court's discretion, education above the high school level may be substituted for required general experience.

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. This position is classified as a sensitive position; therefore, the 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. **By December 27, 2021, all employees must be fully vaccinated (i.e., be at least 2 weeks out from last dose) for COVID-19 or be approved for an exemption. Exemption requests on the basis of a sincerely held religious belief or medical condition from the vaccination requirement will be considered upon request. The successful candidate must submit to the Court either proof of vaccination or an exemption request for consideration no later than three (3) business days prior to the start date. Proof of vaccination or request for exemption form /completed exemption request form should be emailed to humanresources@innd.uscourts.gov.**

Benefits:

The Federal Judiciary offers a comprehensive and diverse benefits package that includes paid federal holidays, paid annual leave, paid sick leave, a Basic Benefit Plan (Annuity), and a defined contribution retirement savings and investment plan with capped matching employer contributions. Additional 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, Résumé and Application for Judicial Branch Employment [Form AO-78 \(Federal Judicial Branch Application for Employment \(uscourts.gov\)\)](#). Submit by email **all** material in a **single pdf** to humanresources@innd.uscourts.gov, referencing the Vacancy Announcement Number in the subject line. **Incomplete packets will not be considered.** Verification of employment, education, and reference checks will be made prior to any offer of employment.

Applicants scheduled to interview should advise Human Resources if any accommodation will be necessary. 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 Court reserves the right to fill the position earlier than the closing date, modify the conditions of this job announcement, and/or to withdraw it. More than one position may be filled from this announcement. Additionally, the Court reserves the right to reopen the posting to solicit applications from additional applicants should the Court deem this necessary. If a subsequent vacancy in a similar classification becomes available within a reasonable time of this announcement, the Court may elect to select a candidate from the original qualified applicant pool without further advertisement and competition. Any such actions may occur without prior written or other notice.

Indiana Northern District Court is an Equal Opportunity Employer.