



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

Vacancy Announcement Number: 2024-07

VACANCY NOTICE

Position Title: Case Administrator

Opening Date: July 11, 2024

Closing Date: Open Until Filled.
Priority consideration given to applications received by July 22, 2024.

Appointment Type: Full-Time, Regular, Excepted Service

Duty Station: South Bend, Indiana

Classification Level/Salary: CL 24 - CL 25 (\$43,414 - \$77,966) *
** Salary range exhibits full earning potential of position using current Pay Table. The classification level and starting salary for this position is commensurate with work experience, education, qualifications, funding, and local court policy. If hired at CL 24, possible promotion potential 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. This position is located in the Clerk's Office in the South Bend 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:

The successful candidate must possess a high school diploma or equivalent. Also required are 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 courts, 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.

Preferred Qualifications:

Highly desired is court docketing experience and knowledge of legal terminology and processes, along with experience working directly with the public. Familiarity with CM/ECF and federal court would be of benefit.

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. The selectee for this position is subject to a background check that will include a criminal record check and must end with a satisfactory adjudication by the employing office to be eligible for employment. However, candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. 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. Applicants must be United States citizens or eligible to work in the United States. 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. The successful candidate for this position will be required to comply with any court policy in place regarding vaccination and exemptions. 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 paid federal holidays, annual and sick leave accrual, and retirement benefits under the Federal Employees Retirement System (FERS), which includes the Thrift Savings Plan, a 401k style retirement savings program with capped employer matching and automatic contributions. Benefits also include optional participation in an employer subsidized Federal Employees Health Benefits (FEHB) Program and Federal Employees Group Life Insurance (FGLI) Program. Additional supplemental benefits include the Federal Employees Dental and Vision Insurance Program (FEDVIP), a Commuter Benefit Program; private long-term disability plan; and a Flexible Benefits Program. A Public Service Loan Forgiveness Program is available to certain eligible full-time employees with qualifying student loans. 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. See the website of the United States Courts for an overview of [Federal Judiciary 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 \(uscourts.gov\)\)](#). Candidates completing the AO-78 for this position are not required to complete at the time of application questions 18-20 regarding criminal history. However, the selectee will be required to provide that information if offered the position. Submit **all** material in a **single pdf** via email to humanresources@innd.uscourts.gov, referencing the Vacancy Announcement Number in the subject line. **For priority consideration, all application packets must be received by 4:00 p.m. ET on July 22, 2024. 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.

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 District Court of Northern Indiana reserves the right to fill the position earlier than the closing date, modify the conditions of this job announcement, and/or to withdraw it. If desired by the Court, 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.