

# CAREER OPPORTUNITY

## United States District Court Northern District of Indiana



<b>POSITION:</b>	Courtroom Deputy I/Case Administrator
<b>VACANCY NUMBER:</b>	2018-08
<b>LOCATION:</b>	Hammond, Indiana
<b>JOB GRADE:</b>	CL 26
<b>SALARY RANGE:</b>	\$49,235 (minimum) to \$80,058 (maximum) commensurate with qualifications and experience
<b>DATE POSTED:</b>	November 28, 2018
<b>CLOSING DATE:</b>	December 12, 2018 (close of business)

### THE POSITION

The United States District Court is currently accepting applications for a Courtroom Deputy/Case Administrator. This position is part of the Clerk's Office and will be assigned to a presiding judge. The incumbent performs general and specialized case management functions, i.e., managing the judge's caseload, attending and logging court proceedings, processing orders, recording proceedings, and assists with calendar responsibilities. The incumbent also is responsible for noticing, managing the progression of cases, maintaining official case records, monitoring the completion of required procedural steps, reviewing filed documents to determine conformity and taking appropriate action, ensuring that all orders and automated entries are appropriately and accurately docketed, and making summary entries on the docket of all documents and proceedings. Case Administrator responsibilities include scanning pleadings, docketing, processing mail, and cashier duties.

### QUALIFICATIONS

#### Minimum Qualifications:

Candidates must have a high school diploma or equivalent. To qualify for appointment at a CL 26, a candidate must have at least three years of specialized experience equivalent to a CL 25. **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 written communications;
- Ability to multi-task, and prioritize tasks and work assignments;
- Superior oral and written communications skills;
- Strong organizational skills and attention to detail;
- Strong interpersonal skills; and
- A professional demeanor and appearance appropriate for a law or professional office environment.

### **EMPLOYEE BENEFITS**

Judiciary employees serve under excepted appointments, not civil service, but are entitled to the same benefits as other federal government employees. Some of these benefits include paid vacation and sick leave, paid holidays, and retirement benefits. Optional benefits include health and life insurance, disability and long-term care insurance, dental and vision insurance, and a tax-deferred savings plan. 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.

### **CONDITIONS OF EMPLOYMENT**

Employees of the United States Courts serve under excepted appointments and are considered "at will" employees. As such, employment can be terminated at any time with or without cause. This position is subject to mandatory participation in electronic funds transfer (direct deposit) participation for payment of net pay. Applicants must be United States citizens or eligible to work for the United States government. All individuals appointed to positions in the Clerk's Office must undergo a FBI background check. New employees are considered provisional hires pending the successful completion of the FBI background check. Employees are required to adhere to a Code of Ethics and Conduct, which is available to the applicant for review upon request.

### **HOW TO APPLY**

Qualified applicants are invited to submit an application packet which includes: a cover letter specifying how you satisfy the qualifications of this position, a detailed resume, and the official AO 78 Application Form (available at <http://www.innd.uscourts.gov/employment-opportunities>). All application packets should be emailed in a **single** PDF to [Humanresources@innd.uscourts.gov](mailto:Humanresources@innd.uscourts.gov). Resumes must be received by e-mail by close of business on December 12, 2018. Incomplete application packets or multiple PDFs will not be reviewed. Verification of employment, education, and reference checks will be made prior to any offer of employment.

The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.

**The United States District Court for the Northern District of Indiana is an equal opportunity employer.**

The court will only make contact with those qualified applicants who will be invited for an interview.