

**\*\*\* CAREER OPPORTUNITY \*\*\***



**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF MICHIGAN**

**Title:** Case Administrator  
**Location:** Kalamazoo, Michigan  
**Closing Date:** November 23, 2009  
**Salary Range\*:** CL 25/1 (\$37,279) to CL 25/61 (\$60,643)

*\*Starting salary dependent upon qualifications & experience*

The United States District Court for the Western District of Michigan is accepting applications for a full-time Case Administrator position to be located in Kalamazoo. Case administrators are fully proficient at and are responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition in accordance with approved internal controls, procedures, and rules.

**Representative Duties** *Include but are not limited to:*

**CASE**

**MANAGEMENT:** Manages cases to ensure timely progression, reviews filed documents to determine conformity. Ensures all orders and automated entries are appropriately docketed and makes summary entries on the docket of all documents and proceedings.

**CRIMINAL:** Efficiently manages criminal cases from opening to closing in accordance with approved internal controls, procedures and rules.

**APPEALS:** Processes notices of appeal, appeal-related documents, opinions and closes appeals.

**JURY:** Performs administrative and customer service work to coordinate and prepare qualified jurors for jury selection including summoning, orientation, management, and payment of petit jurors.

**CUSTOMER  
SERVICE:**

Answers and routes incoming calls. Provides basic information to public, bar, and the court telephonically and at counter.

**INTAKE:** Checks for prior or prohibited filing and verifies attorney's authority to practice. Informs customers of required fees, receives payments and issues receipts. Balances cash drawer.

**RECORDS**

**MAINTENANCE:** Creates and processes new case files. Sorts, classifies, and files case records. Maintains integrity of the filing system by monitoring proper access to records and maintaining timely and accurate filing of documents.

**ADMINISTRATIVE:** Scans, copies, files, and sorts mail. Processes e-mail received from electronic filers. Receives and stamps incoming documents. Prepares correspondence and reports as necessary. Operates a variety of copying and records equipment.

**PROFESSIONAL DEVELOPMENT:**

Participates in on-going training and professional development activities.

**OTHER:**

Performs other duties as assigned.

**Mandatory Qualifications**

A person must be a high school graduate or equivalent, and must have two years of general work experience and a minimum of one year of specialized experience at CL 23 level.

*General Experience:* 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:* 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 and 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.

*Experience Substitutions:* Excess specialized experience may be substituted for required general experience.

*Education Substitutions:* Education above the high school level may be substituted for required general experience on the basis of 1 academic year (30 semester or 45 quarter hours) equals one year experience. Note: Education may not be substituted for specialized experience because this position requires hands-on experience to be credited as specialized experience.

**Court-Preferred Qualifications**

- ▶ Knowledge of legal terminology
- ▶ Excellent interpersonal skills and oral and written communication skills
- ▶ Ability to manage several priorities at one time
- ▶ Detail-oriented
- ▶ WordPerfect/Computer experience
- ▶ Experience with electronic content management systems
- ▶ Bachelors degree from accredited institution

**Benefits**

Employees of the U.S. District Court have access to an excellent benefits package which includes the Federal Employees Retirement System (FERS), Thrift Savings Plan (like 401k), health & life insurance, federal holidays, the leave accrual program, flexible spending program, and periodic salary increases.

**Information for Applicants**

Qualified applicants should submit a letter of interest, references, and a completed AO 78\* (Application for Judicial Branch Federal Employment) form and send to:

Melanie Vugteveen  
U.S. District Court  
399 Federal Bldg.  
110 Michigan, NW  
Grand Rapids, MI 49503

\*The AO78 form and additional information about the U.S. District Court can be found at [www.miwd.uscourts.gov](http://www.miwd.uscourts.gov)

*Applicants must be U.S. citizens or eligible to work in the United States. The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. The final candidate is subject to a complete background check.*

**EQUAL OPPORTUNITY EMPLOYER**