

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

Title: Case Administrator
Location: Kalamazoo, Michigan
Closing Date: November 24, 2014 (close of business)
Salary Range*: CL 24/1 (\$34,703) to CL 25/61 (\$62,307)
**Starting salary dependent upon qualifications & experience*

The U. S. 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 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. This position works closely with staff in all of the court locations and the four offices operate as one court.

REPRESENTATIVE DUTIES *Include but are not limited to:*

CASE MANAGEMENT:	Manages civil and criminal cases to ensure timely progression. Ensures all entries on the court's electronic case filing system are appropriately entered and makes follow up entries on the system as needed.
CIVIL/CRIMINAL:	Efficiently opens and closes cases in accordance with approved internal controls, procedures and rules. Files documents into the court's electronic filing system.
CUSTOMER SERVICE:	Answers and routes incoming calls. Provides information to public, bar, and the court.
RECORDS MAINTENANCE:	Creates and processes new case files. Maintains integrity of the filing system by monitoring proper access to records and maintaining timely and accurate filing of documents.
ADMINISTRATIVE:	Scans, copies, files, sorts and processes mail. Receives and stamps incoming documents. Prepares orders, general correspondence and reports as necessary. Operates a variety of office equipment.
PROFESSIONAL DEVELOPMENT:	Participates in on-going training and professional development activities.
OTHER:	Performs other duties as assigned.

MANDATORY QUALIFICATIONS

Must be a high school graduate or equivalent, possess two years of general experience and a minimum of one year of specialized experience.

CL 24	One year of specialized experience equivalent to work at CL 23 level.
CL 25	One year of specialized experience equivalent to work at CL 24 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
- Experience working in an electronic environment with various technologies to accomplish work tasks.
- Experience with electronic case filing system
- 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, dental & vision insurance, flexible spending program, federal holidays, leave accrual program, and periodic salary increases.

INFORMATION FOR APPLICANTS

Interested applicants should submit (1) a letter of interest that includes how they heard about the posting and a statement of how their knowledge, skills and abilities have prepared them for this position, (2) professional references, and (3) 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 St., 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.

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. All court employees are required to adhere to the Code of Conduct for Judicial Employees (available upon request). Appointment is provisional and contingent upon successful completion of a FBI fingerprint check and background investigation.

EQUAL OPPORTUNITY EMPLOYER