



UNITED STATES COURT OF APPEALS FOR THE ELEVENTH CIRCUIT

VACANCY ANNOUNCEMENT CASE ADMINISTRATOR

ANNOUNCEMENT NUMBER: 20-2	APPOINTMENT: Permanent, Full-time
AREA OF CONSIDERATION: Open to all qualified applicants. LOCATION: Atlanta, Georgia	OPEN DATE: December 12, 2019 CLOSING DATE: The position is open until filled. Preference will be given to applicants whose applications are received by January 3, 2020.
SALARY RANGE: CL 24/25: \$39,167 – \$58,156	Starting salary is dependent upon qualifications, experience, and court funds. The selected candidate if hired at the CL 24 grade will be eligible for promotion to the CL 25 grade without further competition.

POSITION OVERVIEW:

The Clerk's Office is seeking an individual looking for a challenging, interesting, and rewarding career in public service to serve as a **Case Administrator** in the Operations Division. Case Administrators are responsible for maintaining and processing information and managing the progression of cases from opening to final disposition in accordance with approved internal controls, procedures and rules. A Case Administrator must be detail-oriented, self-motivated, well organized, able to multitask in a fast-paced environment, and able to maintain confidentiality and a positive, professional demeanor. The Case Administrator reports to the Supervisor – Case Administration and works closely with the Operations Manager.

REPRESENTATIVE DUTIES:

- Open cases upon receipt of initial documents.
- Review documents to determine conformity with appropriate rules, practices, and/or court requirements, as well as process documents meeting these requirements.
- Scan and convert documents as needed into imaged files.
- Enter pleadings, petitions, motions, and orders in the Case Management/Electronic Case Files (CM/ECF) system.
- Monitor reports to ensure accurate and timely case progression.
- Issue court orders and notices to interested parties.
- Prepare cases for closing by examining records to ensure that all necessary orders have been entered and proceedings completed.
- Provide case information to judges, court staff, attorneys, litigants, and the public.

QUALIFICATIONS:

CL 24: Candidates must have a minimum of one year specialized experience equivalent to work at the CL 23 level. For placement at salary levels above minimum up to and including step 25, at least two years specialized experience equivalent to work at CL 23.

CL 25: Candidates must have a minimum of two years specialized experience, including at least one year equivalent to work at the CL 24 level. For placement at salary levels above minimum up to and including step 25, at least two years specialized experience equivalent to work at CL 24.

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.

PREFERRED QUALIFICATIONS:

Familiarity with legal terminology and procedures as well as proficient computer skills, i.e., word processing, is preferred. Prior work experience in a municipal, county, state or federal court is also preferred. Additionally, a bachelor's degree and/or paralegal certificate from an accredited institution is preferred.

BACKGROUND CHECK:

The position of Case Administrator is a sensitive position. As a condition of employment, the selected candidate must successfully complete a background check. Employment will be considered provisional pending the successful completion of the background check and a favorable suitability determination.

ADDITIONAL INFORMATION:

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. The position is subject to mandatory Electronic Funds Transfer (direct deposit) for salary payment.

Judicial Branch employees are "at will" employees and, as such, may be terminated with or without cause. It is the policy of the Court that all new personnel are hired for a twelve-month initial probationary period, at the end of which time their work and progress will be evaluated. All employees are required to adhere to the "Code of Conduct for Judicial Employees," which is available for review upon request.

Judiciary employees are entitled to benefits similar to those of other government employees including: paid annual and sick leave, paid holidays, health and life insurance, a flexible benefits program, a portable retirement plan with matching contributions, flexible work schedule, and a professional environment. (See employee benefit summary)

Case Administrators generally are able to establish their own work schedule between the hours of 7:30 AM and 6:00 PM. Depending upon the needs of the Court, Case Administrators may be assigned to a particular schedule and/or may be required to work outside of normal business hours.

HOW TO APPLY:

Qualified applicants interested in this position must submit a **single** PDF containing all of the following:

- cover letter addressed to Cheryl Vessels, Assistant Circuit Executive for Human Resources;
- resume and Federal Judicial Branch Application for Employment (AO78) (Application form is available on <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>);
- copies of last two performance evaluations; and
- names and contact information for three professional references (please note that by submitting the references, the applicant consents to those references being contacted).

Application packages must be emailed to CO_apply@ca11.uscourts.gov (please reference “Case Administrator 20-2” in the subject line). **Please note applications that are not submitted as a single PDF or are incomplete may not receive further consideration.**

Applicants selected for interviews must travel at their own expense. Applicants will not be reimbursed for travel and relocation expenses. The Court provides reasonable accommodations to applicants with disabilities. The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time, any of which actions may occur without any prior written or other notice. Please be aware that due to the volume of applications received, only candidates selected to interview will be contacted.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS

EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

PAID VACATIONS	From 13 to 26 days per year depending on length of federal service.
PAID HOLIDAYS	10 days per year.
SICK LEAVE	13 days per year.
HEALTH INSURANCE	Employees may participate in the Federal Employees Health Benefits Program (FEHBP), and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
DENTAL/VISION INSURANCE	Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.
LIFE INSURANCE	Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).
FLEXIBLE BENEFITS	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.
LONG-TERM CARE INSURANCE	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
WITHIN-LEVEL SALARY INCREASES	Within each salary classification level there are 61 “steps.” Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
TIME IN SERVICE	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
RETIREMENT	Newly-hired employees contribute 12.05% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 12.05%, 6.2% goes to social security, 1.45% goes to Medicare, and 4.4% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to “401(k)” plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.

(revised 8/2016)