

**UNITED STATES DISTRICT COURT
DISTRICT OF MARYLAND
VACANCY ANNOUNCEMENT**

POSITION: CM/ECF Administrator
SALARY: CL 27 (\$46,543 - \$75,701)
Based Upon Qualifications

OPENING DATE: November 5, 2008
CLOSING DATE: December 1, 2008*
DUTY STATION: Baltimore, MD
(with occasional travel to other court locations)

The Clerk of the United States District Court for the District of Maryland is seeking qualified applicants for the full-time position of CM/ECF Administrator. The CM/ECF Administrator reports to the Chief Deputy Clerk and to the Case Administration Supervisor in Baltimore and is responsible for ensuring the integrity and efficiency of the Case Management/Electronic Case Files (CM/ECF) system.

Duties include, but are not limited to, the following:

- Serves as liaison between IT staff and court staff on CM/ECF updates and projects.
- Interacts with others in the legal community regarding issues related to the improvement of the CM/ECF system; analyzes CM/ECF processes and procedures; makes recommendations to improve efficiency.
- Develops and maintains procedural manuals for CM/ECF; makes recommendations for revisions and updates; communicates and oversees the implementation of same.
- Monitors and updates the CM/ECF event dictionary; analyzes the impact of changes on the court's procedures; oversees and coordinates the schedule for updating the CM/ECF system; coordinates implementation teams and monitors time lines.
- Proposes and assists in developing CM/ECF training for all users, internal and external; participates in delivery of training.
- Develops and monitors the knowledge database to assist in standardization of responses to CM/ECF inquiries; monitors the court's web sites to ensure consistency with the most current policies and procedures.
- Provides back-up to the court's Attorney Admissions program, including supporting admissions, renewals, CJA and *pro bono* appointments, and disciplinary matters.

Qualifications and Requirements:

- Two years general experience plus three years of progressively responsible clerical experience which includes use of specialized terminology and demonstrated ability to apply a body of rules, regulations, directives, or law; at least one year of experience must be equivalent to the next level below the level of the position for which the individual is being considered.
- Excellent verbal and written communication, analytical, organizational and interpersonal skills. Accuracy and attention to detail extremely important. Should possess tact, good judgment, initiative, and a professional demeanor. Ability to manage multiple tasks, priorities and deadlines. Must be computer literate.
- High school graduation or equivalent is required. College degree is preferred. Previous federal court experience and familiarity with the Federal Rules of Procedure and electronic case filing (CM/ECF) is desired.

How to apply:

Submit resume, with cover letter stating the reason for
your interest in the position, and salary history to:
Human Resources Administrator
Re: CM/ECF Administrator Vacancy
4th Floor, U.S. Courthouse, 101 West Lombard Street
Baltimore, MD 21201

***To ensure consideration, applications must be received on or before December 1, 2008.**

*Applicants must be U. S. citizens or eligible to work in the United States.
Successful candidate for this position is subject to a full fingerprint and background records check,
a six-month probationary period, and mandatory electronic direct deposit of salary payment.*

*The United States District Court is an Equal Opportunity Employer.
All applications will be reviewed to identify the best qualified candidates. Due to the volume
of applications received, the Court will only communicate with those individuals invited for an interview.*