

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

POSITION: Case Administrator I/II
SALARY: CL 24/25 (\$37,384 - \$67,147)
Based upon Qualifications
**Incumbent will be compensated under
the new Court Compensation system

OPENING DATE: February 26, 2010
CLOSING DATE: March 12, 2010*
DUTY STATION: Greenbelt, MD
VACANCY NO.: 5 (09-10)

The Clerk of the United States District Court for the District of Maryland is seeking qualified applicants for the full-time position of Case Administrator I/II. The incumbent receives and checks incoming documents, maintains the official case events summary on the docket, and manages the progression of civil and criminal cases and related proceedings from opening to final disposition. This position shares the duties assigned to the public intake counter.

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

- Receives, reviews, routes, and files incoming documents meeting appropriate requirements.
- Makes summary entries and assures the quality of all documents and proceedings entered on the automated docket. Verifies that entries made by attorneys are accurate and complete.
- Maintains case files.
- Scans and converts documents as needed into imaged files.
- Assists in case management by ensuring that automated entries are appropriately linked and routed.
- Ensures the collection and receipt of appropriate fees.
- Prepare and transmit to appropriate parties' notices, judgments and orders.
- Opens cases upon receipt of initiating documents. Assures assignment of case numbers and randomly assigns cases to judges. Closes cases upon receipt of terminating documents.
- Answers telephone and in-person inquiries from the general public, members of the bar, and other court-related agencies on case status, court procedures and filing processes.
- Answers inquiries from attorneys and their support staff about the Case Management/ Electronic Case Filing (CM/ECF) system. Provides assistance as needed.

Qualifications and Requirements:

- Excellent computer, verbal and written communications, organizational and interpersonal skills.
- Familiarity with electronic case filing desirable.
- Accuracy and attention to detail essential.
- Strong typing skills, customer service experience and team orientation required.
- Some lifting of records is required.
- Two years general experience plus two years specialized experience (progressively responsible clerical experience).
- High school graduate, or equivalent, required. Legal court experience and college education preferred.

How to apply:

Submit resume, salary history and cover letter stating the reasons for your interest in the position to:

Human Resources Administrator
Attn: Case Administrator vacancy
4th Floor, U.S. Courthouse
101 W. Lombard St., Baltimore, MD 21201
or
via email at : jobs @mdd.uscourts.gov

***To ensure consideration, applications must be received on or before March 12, 2010.
Due to the volume of applications received, the Court will only communicate with those individuals invited for an interview.**

*The United States District Court is an Equal Opportunity Employer.
Applicants must be U. S. citizens or eligible to work in the United States.
All applications will be reviewed to identify the best qualified candidates.
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.*