



UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND

POSITION: Case Administration Supervisor
LOCATION/DUTY STATION: Greenbelt, Maryland

OPENING DATE: September 1, 2017
CLOSING DATE: Open Until Filled with
first preference given to applications
received by September 15, 2017

SALARY: CL 25 (\$43,960 - \$71,490)
CL 26 (\$48,428 - \$78,703)
Possible promotion potential to the CL 27 (\$53,210 - \$86,460) without further competition.

The Clerk of the United States District Court for the District of Maryland is seeking qualified applicants for the full-time position of Case Administration Supervisor. The Case Administration Supervisor maintains expertise in the areas of case administration, intake, and records and responds to the more complex questions relating to case services policies and procedures. The incumbent is responsible for reviewing and evaluating docket entries, case filings, and distribution of documents to ensure the accuracy of the case management database, accurate service of documents, and the overall integrity of the electronic case files. The incumbent provides training; creates and maintains operating manuals; oversees and reviews the work of case administrators; and develops performance improvement solutions for job-specific functions.

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

- Monitors and redistributes case workload when necessary and directs staff regarding proper procedures.
- Assists in the production of technical desk manuals and the maintenance of written technical procedures and automated forms. Provides feedback to manager on operational matters.
- Advises manager on the progress of performance and training needs within the case services department, including feedback regarding performance evaluations. Prepares yearly evaluations for case administrators.
- Assists in the completion of monthly statistical reports.
- Oversees time and attendance of the case administrators to ensure adequate coverage and compliance with annual and sick leave policies.
- Opens cases upon receipt of initiating documents. Assures assignment of case numbers to judges. Performs quality control conflict check of newly assigned or reassigned cases. Closes cases upon receipt of terminating documents.
- Receives, reviews, routes, and files incoming documents.
- Makes summary entries and assures the quality of all documents and proceedings entered on the automated docket.
- Assists in case management by ensuring that automated entries are appropriately linked and routed.
- Ensures the collection and receipt of appropriate fees.
- Prepares and transmits to appropriate parties' notices, judgments and orders.
- Answers inquiries from attorneys, chambers, related agencies and the general public regarding case status, court procedures, filing processes and the Case Management/ Electronic Case Filing (CM/ECF) system. Provides assistance as needed.
- Handles emergency matters after hours and on weekends when they arise.

Qualifications and Requirements:

- High school graduate, or equivalent, required. Court or legal experience and college education preferred.
- Two years of general experience** plus three years of specialized experience** required. Familiarity with electronic case filing and the court system required.
- Accuracy and attention to detail essential. Customer service experience and team orientation required.
- Excellent computer, verbal and written communications, organizational and interpersonal skills.
- Some lifting of records is required.

Federal Benefits:

- 10 paid holidays per year.
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days after three years; and 26 days after fifteen years of federal service.
- Paid sick leave in the amount of 13 days per year.
- Mandatory participation in the Federal Employees Retirement Program and the Social Security Retirement program.
- Optional participation in the Thrift Savings Plan.
- Optional participation in the Federal Employees Health, Dental, Vision and Life Insurance programs.
- Optional participation in the Long Term Disability Plan, Long Term Care Insurance and Flexible Benefits programs.
- Optional participation in the Commuter Benefit program.

How to Apply:

Submit resume, cover letter stating the reason for your interest and a completed [AO-78 Application for Federal Employment](#) as a single PDF document to: jobs@mdd.uscourts.gov

****To ensure first consideration, complete application packets must be received no later than 5:00 p.m. on September 15, 2017.***

** General experience is 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. Education above high school may be substituted for general experience.

** Specialized experience is 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.

- 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. All applications will be reviewed to identify the best qualified candidates.
- Applicants must be a United States citizen or national or a permanent resident who is seeking citizenship in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment.
- An FBI background check is required for all individuals appointed to positions in the Clerk's Office. New employees are considered "provisional hires" pending the successful completion of the FBI background check.
- Selected applicant will be required to complete a one-year probationary period. Failure to successfully complete the probationary period may result in termination of employment.
- Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are "at will" employees.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.
- In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.