



UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND

More than one vacancy may be filled under this announcement

POSITION: Case Administrator I / II
LOCATION/DUTY STATION: Greenbelt Maryland
Baltimore, Maryland
Occasional travel to alternate courthouse as needed

OPENING DATE: March 15, 2019
CLOSING DATE: Open Until Filled with
first preference given to applications
received by March 29, 2019*

SALARY: CL 24 (\$40,727- \$66,191) Two years of general experience** or college degree plus one year of specialized experience** required
CL 25 (\$44,971 - \$73,128) Two years of general experience** or college degree plus two years of specialized experience** required
Possible promotion potential to the CL 26 (\$49,525 - \$80,529) without further competition.

The Clerk of the United States District Court for the District of Maryland is seeking qualified applicants for the position of Case Administrator. Qualified candidates will be highly motivated, very organized, and able to work independently and as part of a team. This position would cover work in both divisional courthouses and travel between the two locations would be required as necessary.

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

- Answers inquiries from attorneys, chambers and related agencies about the Case Management/ Electronic Case Filing (CM/ECF) system. Provides assistance as needed.
- Receives, reviews, and routes incoming documents. Scans and converts documents as needed into imaged files. Processes document and record requests, including document reproduction, preparation, and certification.
- Make summary entries and assure the quality of all documents and proceedings entered on the automated docket. Assist in case management by ensuring that all automated entries are appropriately linked and routed. Prepare and transmit to appropriate parties such items as: notices, judgments and orders.
- Open cases upon receipt of initiating documents, such as complaints, or petitions.
- Close cases upon receipt of terminating documents, such as judgments and closing orders.
- Informs customers of required fees, receives payments and issues receipts. Ensures the collection and receipt of appropriate fees. Secures funds in cash register and balances cash drawer at the end of the day.
- Provides relief coverage for the court intake reception area, including greeting members of the public; answering and routing telephone calls; and answering 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.

Qualifications and Requirements:

- High school graduate, or equivalent, required plus two years general experience. Education above high school may be substituted based on one academic year being equal to one year of general experience.
- Excellent computer, verbal and written communications, organizational and interpersonal skills.
- Familiarity with electronic case filing and court system desirable. Court or legal experience and college education preferred.
- Accuracy and attention to detail essential.
- Strong typing skills, customer service experience and team orientation required.
- Some lifting of records is required.

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.

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 program.
- Optional participation in the Thrift Savings Plan, the Federal Employees Health, Dental, Vision and Life Insurance programs, the Long-Term Disability Plan, Long-Term Care Insurance and Flexible Benefits programs and the Commuter Benefit program.

How to Apply:

Submit resume, salary history and a cover letter stating the reasons for your interest in the position with preferred location, and a completed AO-78 Application for Federal Employment as a single PDF document to: jobs@mdd.uscourts.gov. Include the job title for which you are applying in the subject header of the email.

****To ensure first consideration, complete application packets must be received no later than 5:00 p.m. on March 29, 2019.**

- 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 court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.