

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF ILLINOIS



POSITION:	Case Administrator (more than one position will be filled)
VACANCY NUMBER:	2020-08
LOCATION:	East St. Louis, Illinois
SALARY RANGE:	CL 24 (\$38,860) to CL 26 (\$76,861), depending on qualifications**
DATE POSTED:	October 14, 2020
CLOSING DATE:	October 30, 2020, at 4:00 p.m.

** Position is promotion eligible without further competition

POSITION SUMMARY

The United States District Court for the Southern District of Illinois is seeking a full-time permanent case administrator for the East St. Louis clerk's office. The case administrator is responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition in accordance with approved internal controls, procedures, and rules. Incumbent reports to the Operations Supervisor.

SUMMARY OF REPRESENTATIVE DUTIES AND RESPONSIBILITIES

The case administrator receives and processes case information and maintains the official case events summary on the automated court docket from opening to final disposition. The case administrator is responsible for reviewing pleadings to ensure compliance with the court's rules, entering information accurately into the automated case management system, preparing procedural documents, monitoring due dates, and responding to inquiries from chambers, court staff, counsel, and the public, as well as performing disposition tasks to close cases upon receipt of terminating documents. The case administrator will ensure the integrity and quality of the case-related database. Other administrative duties as assigned also may be performed.

MINIMUM QUALIFICATIONS

Applicant must have one year of specialized experience. The classification level will depend on the nature and extent of the specialized 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. 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. Education may not be substituted for the specialized experience.

COURT PREFERRED SKILLS

Experience in the federal judicial system and/or with electronic case filing systems. Knowledge of legal terminology and processes. Excellent verbal and written communication and clerical skills. Excellent interpersonal skills. Solid computer skills. Ability to work as part of a team and provide excellent customer service.

BENEFITS

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause. Federal benefits include paid vacation and sick leave, paid holidays, and retirement benefits. Optional benefits include health, life, and long-term care insurance, flexible spending accounts for health and dependent care, dental and vision insurance, and a tax-deferred savings plan. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

BACKGROUND INVESTIGATION REQUIREMENTS

As a condition of employment, the selectee considered for this position is required to undergo an FBI background check and/or investigation. The selectee may be appointed provisionally, and retention will depend upon a favorable suitability determination of the background check or investigation.

PROCEDURES FOR APPLYING

Application packets should include the following:

- a letter of interest;
- Résumé;
- AO78 Application for Judicial Branch Federal Employment (located on the court's website at www.ilsd.uscourts.gov); and
- the names, addresses, and telephone numbers of three professional references.

Application packets should be sent via email as **one** PDF or **one** Word document to Recruitment3@ilsd.uscourts.gov. The subject line should state "Case Administrator ESL Application 2020-08." Receipt will be acknowledged by the Human Resources Department by return email. If you do not receive email confirmation within three business days, please contact the Human Resources Administrator at (618) 482-9425. Application packets must be received by 4:00 p.m. on the closing date. Incomplete and late application materials will not be considered.

Applicants must be United States citizens or eligible to work in the United States. Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the United States District Court for the Southern District of Illinois. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Applicants may be asked to participate in proficiency tests.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

Court's Mission

Our mission is to resolve judicial matters fairly and justly in a manner that will uphold and defend the Constitution of the United States. We are committed to doing so through communication and education in order to ensure respect for the Court. We work to resolve disputes in a timely and efficient manner to promote the public's confidence and trust in the Judiciary of the United States and to protect individual rights and liberties through law.

Clerk's Office's Mission

The mission of the Clerk's Office is to provide administrative and case management support to the district court, members of the bar, the public, and all government agencies in a professional, timely, and efficient manner. Through teamwork, we perform our duties with courtesy, respect, equality, and fairness, thereby promoting public trust and confidence in the judicial system. Success is linked to commitment, and we are committed to excellence.

THE UNITED STATES DISTRICT COURT FOR THE SOUTHERN DISTRICT OF ILLINOIS IS AN EQUAL OPPORTUNITY EMPLOYER