



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

CASE ADMINISTRATOR

ANNOUNCEMENT NUMBER 23-WAW-31

ANNOUNCEMENT DATE July 5, 2023

CLOSING DATE Open until filled; preference given to resumes received by July 19, 2023.

The U.S. District Court for the Western District of Washington is seeking an articulate, self-motivated and detail minded individual to join our Case Administrator team. Case Administrators interact extensively with chambers, attorneys, government agencies and the public and require professionalism, discretion, flexibility, initiative, and commitment.

This position is located in the office of the Clerk of Court at the federal courthouse in Seattle, Washington. This position requires some in-office coverage in the Courthouse; however, the Court has a flexible telework policy which allows for routine telework.

REPRESENTATIVE DUTIES Case Administrators have a variety of responsibilities relating to Judges' caseloads, including maintaining the official case records and managing the progression of cases from opening to final disposition. Case Administrators are responsible for the accurate and timely entry of both civil and criminal orders to the docket, monitoring the completion of required procedural steps, performing quality control, and notifying interested parties when orders are docketed. This is a behind the scenes position involving interaction over the phone and via e-mail, providing procedural information, assistance and answering inquiries on case status.

Case Administrators are part of a self-managing team, and are responsible for hiring, training, addressing issues within the team and making recommendations for personnel and disciplinary actions as needed. The team develops quality standards, provides training, plans and distributes work, handles leave and coverage issues. This requires responsibility, flexibility, and a desire to work collaboratively within their team and the Clerk's Office as a whole.

QUALIFICATIONS

- High school diploma or equivalent; and a minimum of two years of progressively responsible administrative, technical, or professional experience.
- Knowledge of Microsoft Office Suite and experience with virtual meeting platforms such as Zoom or Microsoft Teams.
- Ability to communicate information clearly and professionally with a variety of people, including Judges, court personnel, attorneys, jurors, and pro se litigants.
- Accuracy, attention to detail, and the ability to exercise sound independent judgment.
- Ability to take initiative and work without direct supervision.
- Ability to maintain confidentiality and handle sensitive material with a calm, professional, friendly, and patient demeanor.
- The ability to work effectively as a part of a team, assisting co-workers and demonstrating a willingness to complete a wide variety of tasks as needed.

PREFERRED QUALIFICATIONS	• Court or legal experience (familiarity with the legal system/legal terminology) • Familiarity with civil and criminal procedures • Bachelor's degree or paralegal certificate. • Current or prior judiciary experience. • Proficiency with a wide range of technology, including SharePoint and Adobe Acrobat. • Knowledge of CM/ECF, the Judiciary's automated case management system.
SALARY RANGE	Court Personnel System Classification Level: CL24, Step 1 – 61, \$46,009 - \$74,774 CL25, Step 1 – 61, \$50,807 - \$82,603 Depending on experience and qualifications; additional promotional potential without further recruitment.
BENEFITS	The District Court offers a generous benefit package, competitive salary, and a dedication to work/life balance including flexible schedules, ORCA transit passes, and telework opportunities. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term care options, annual sick leave accrual, and eleven paid holidays per year. Judiciary employees are <u>not</u> covered by the Office of Personnel Management's civil service classification system or regulations. For additional information on employment with the federal courts, please visit www.uscourts.gov.
APPLICATION INSTRUCTIONS	Qualified applicants must submit the following: • Cover Letter • Resume • Completed AO78 Form Application for Federal Employment - <i>* For this vacancy announcement (23-WAW-06), you do not need to complete the optional background information – questions 18, 19, and 20.</i> Attachments must be submitted as Microsoft Word (DOC) or Adobe Acrobat (PDF) files. Other formats are not acceptable. Applications will only be considered complete when the required attachments, with the required information in the appropriate format, are received by Human Resources. Incomplete applications and/or attachments received after the closing date may not be considered in the recruitment process. Application materials can be submitted via e-mail to: seattle_personnel@wawd.uscourts.gov Or to: Human Resources (#23-WAW-31) U. S. District Court 700 Stewart Street, Suite 2218 Seattle, WA 98101
INFORMATION FOR APPLICANTS	Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Employees of the United States District Court are considered "at will" employees. Applicants selected for interviews must travel (for in-person interviews) or connect via Zoom (for remote interviews) at their own expense. The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending

successful completion of the investigation. Unsatisfactory results may result in termination of employment.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The United States District Court for the Western District of Washington is an Equal Opportunity Employer. We encourage applications from all qualified individuals and seek a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify Human Resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. If a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk's Office may select a candidate from the applicants who responded to the original announcement without posting the job announcement again. More than one position may be filled from this announcement.

The United States District Court is an equal opportunity employer and values diversity in the workplace.