



## POSITION ANNOUNCEMENT

### UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF ALABAMA

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<b>Position Title:</b>	<b>Case Administrator I / Docket Clerk</b>
<b>Grade Range:</b>	<b>CPS CL 24/25*</b>
<b>Salary Range:</b>	<b>\$36,645 - \$65,799</b>
<b>Location:</b>	<b>Birmingham, Alabama</b>
<b>Opening Date:</b>	<b>January 22, 2018</b>
<b>Closing Date:</b>	<b>Open until filled</b>

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**\*Promotional potential to CL 25 (\$40,464 - \$65,799) after one year, dependent upon qualifications and available funding.**

**POSITION OVERVIEW:** Case administrators perform various functions and are 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. They receive and review incoming court documents for conformity with federal and local rules, and perform customer service and cashier duties for the purpose of providing procedural information and collecting court fees.

**DUTIES:** Check for prior or prohibited filing. Monitor for release of exhibits and sealed documents. Verify and issue summons. Verify attorney's authority to practice. Inform customers of required fees. Receive payments and issue receipts. Secure funds in cash register. Balance cash drawer at the end of the day. Process credit card payments for filed documents. Operate a variety of copying and records equipment. Answer and route incoming calls. Prepare case files for tracking records. Assist the public in use of computerized databases. Provide basic information to public, bar, and the court. Ensure data quality. Sort, classify, and file case records. Maintain integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents. Retrieve files and make copies of records for court personnel, attorneys, and others. Certify court documents. Create and process new case file. May assign case numbers to judges and/or magistrate judges. Open cases in case management system. Docket initial opening events. Prepare, ship, and retrieve records from the appropriate Federal Records Center. Scan, copy, file, pick-up, sort and process mail. Process e-mail received from electronic filers. Maintain the mail meter and meter log. Receive and stamp incoming documents. Maintain court files.

**QUALIFICATIONS AND EXPERIENCE:** The starting salary is dependent upon experience and qualifications. 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. Ability to use office equipment. Skill in using a cash register. Skill in using automated systems and equipment. Ability to communicate effectively both orally and in writing.

**MISCELLANEOUS:** The Case Administrator I / Docket Clerk is an excepted service appointment. Excepted service appointments are "at-will" employees who serve at the pleasure of the court and can be terminated by the court with or without cause. The successful applicant will be placed on a six month probationary period. Candidates must meet citizenship requirements for employment by the United States Courts.

This position is subject to mandatory direct deposit of net pay.

Reimbursement for travel and/or relocation is not available.

The U. S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement and/or **fill the position earlier than the closing date** without prior notice. This job announcement may result in filling more than one position.

**BACKGROUND CHECK:** This is a sensitive position within the federal judiciary. Employment will be considered provisional pending the successful completion of FBI fingerprint and background check.

**BENEFITS:** Employees of the United States District Court are not included in the government's Civil Service classification. They are, however, entitled to similar benefits as other Federal employees.

10 paid holidays per year

13 days paid vacation for the first three years; 20 days after three years; 26 days after 15 years

Choice of federal health, vision, dental and life insurance plans

Optional long-term care insurance

Optional participation in Health and Dependent Care Reimbursement Accounts

Participation in the Federal Employees Retirement System

Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)

**HOW TO APPLY:** Qualified persons are invited to submit a cover letter, including a list of three professional references (with contact information), and an AO-78 Application for Judicial Branch Federal Employment which is available at <http://www.alnd.uscourts.gov>.

Please submit cover letter and application by mail in an envelope marked "CONFIDENTIAL" to Human Resources Specialist, U. S. District Court, 1729 5th Avenue North, Birmingham, AL 35203 **and** by e-mail (pdf) to [personnel@alnd.uscourts.gov](mailto:personnel@alnd.uscourts.gov).

The most highly qualified candidates will be referred for further consideration and possible testing and interview. Only applicants who are selected for interviews will be contacted by the Court when the position is filled.

**EQUAL OPPORTUNITY EMPLOYER**