

**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF WASHINGTON  
Vacancy Announcement  
14-WAW-10**

**March 2014**

**CASE ADMINISTRATOR**

Court Personnel System Classification Level: CL 24/25  
Developmental Range Salary \$37,029 to \$51,135  
Full Performance Range Salary \$46,682 to \$66,483  
Depending upon experience and qualifications

*Position open until filled; preference given to resumes received by April 16, 2014*

The U.S. District Court for the Western District of Washington is recruiting for a Case Administrator. This position is located at the U.S. District Courthouse in Seattle, Washington.

The successful candidate will be self motivated, articulate and detail oriented. This position interacts extensively with chambers, attorneys, government agencies and the public and requires professionalism, discretion, flexibility, initiative, and commitment.

**REPRESENTATIVE DUTIES**

Case Administrators have a variety of responsibilities relating to Judges' caseloads, including assisting in maintaining the official case records on the docket from opening to final disposition. Case Administrators are responsible for the accurate and timely entry of both civil and criminal orders to the docket, 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:**

Candidates must have a high school diploma or equivalent and a minimum of three years of progressively responsible administrative, technical or professional experience. Knowledge of Word Perfect and/or Word desired.

The successful candidate will also possess:

- Proven experience in handling multiple workload demands, including frequent interruptions, while maintaining a high level of concentration;
- Ability to research complex issues and be familiar with a variety of internal and external resources;
- Demonstrated ability to function collaboratively within a team environment and the larger office;
- Ability to take initiative and a demonstrated ability to work without supervision;
- Ability to communicate information in an accurate, timely, and discrete manner to and from individuals within and outside the court;
- Accuracy and attention to detail;
- Ability to exercise sound independent judgment;
- Strong computer and analytical skills;
- Excellent customer service skills;
- Ability to work well under stress;
- Dependable with a strong work ethic.

Preferred skills include:

- Court or legal experience (familiarity with the legal system/legal terminology);
- Familiarity with civil and criminal procedures;
- Knowledge of CM/ECF (the federal judiciary's case management/electronic case filing system) or other electronic docketing systems.

#### **INFORMATION FOR APPLICANTS:**

Qualified applicants should submit the following:

- Cover letter
- Resume
- Answer to the following essay question in one page or less:  
***This position is located in an office with self-directed work teams. Please describe the characteristics that you believe make a successful team member. Provide an example of when you have effectively worked as part of a team.***

Submit completed packet to:

Human Resources (#14-WAW-10)  
U. S. District Court Clerk's Office  
U.S. Courthouse  
700 Stewart Street, Suite 2218  
Seattle, WA 98101

Or via e-mail to: [Seattle\\_Personnel@wawd.uscourts.gov](mailto:Seattle_Personnel@wawd.uscourts.gov)

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel at their own expense. Qualified applicants selected for interviews will be tested.

### **ADDITIONAL INFORMATION**

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel at their own expense. Qualified applicants selected for interviews will be tested.

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 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. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.

### **BENEFITS**

Employees of the United States District Court are considered "at will" employees. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term disability and long term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are not 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](http://www.uscourts.gov).

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