



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

CASE ADMINISTRATOR/INTAKE CLERK

ANNOUNCEMENT NUMBER 15-WAW-23
ANNOUNCEMENT DATE September 3, 2015
CLOSING DATE September 17, 2015

Applicants who previously applied for Case Administrator position 15-WAW-21 will automatically be considered for this position.

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

REPRESENTATIVE DUTIES

This position will work in a shared floater position with two teams in the Clerk's Office: the Case Administrators and Intake. The successful candidate will be adaptable, flexible, and self-motivated. This position will interact with the public, attorneys, chamber, and government agencies and requires professionalism, diplomacy, initiative and commitment.

Applicants who previously applied for Case Administrator position 15-WAW-21 will automatically be considered for this position.

The U.S. District Court for the Western District of Washington is recruiting for a Case Administrator/Intake Clerk. 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.

- Assists in maintaining the official case records on the docket from opening to final disposition.
- 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.
- Provides procedural information, assistance and answers inquiries on case status.
- Receives and reviews incoming documents to determine conformity with federal and local rules and procedures.
- Opens new cases on the court's electronic data base (CM/ECF).
- Conducts extensive quality assurance reviews of all new cases filed electronically, making corrections and issuing notices of deficiency as needed.
- Assures assignment of a case number and random case assignment to judges; maintains conflict lists.
- Provides assistance to the public and bar on filing procedures, general case information, copy requests, and other court services.
- Receives payments, issues receipts, balances cash drawers, and makes deposits to the U.S. Treasury.

QUALIFICATIONS

- Prepares and monitors cases on appeal and serves as liaison to the Ninth Circuit Court of Appeals.
- Prepares, scans, and enters a variety of documents and orders in CM/ECF. Acts as liaison with the Federal Records Center and manages archived cases.
- Processes incoming and outgoing mail.

This position is part of a self managing team, and is 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.

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 is 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;
- Excellent customer service skills and the ability to deal with a wide variety of people tactfully and courteously;
- Strong interpersonal skills and the desire to work in a fast-paced, team environment;
- Excellent computer skills and ability to work with a variety of programs and applications;
- Accuracy and attention to detail;
- Ability to exercise sound independent judgment;
- Strong computer and analytical 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.

SALARY RANGE

Court Personnel System Classification Level:
CL24, Step 1 – 61, \$37,404 – \$60,792

**INFORMATION FOR
APPLICANTS**

CL25, Step 1 – 61, \$41,297 – \$67,170

Depending on experience and qualifications; additional promotional potential without further recruitment.

Qualified applicants should submit the following:

- A cover letter
- Resume
- Answer the following question in one page or less:
This position is located in an office with self-directed work teams (no direct supervisors). 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 (#15-WAW-23)

U. S. District Court

700 Stewart Street, Suite 2218

Seattle, WA 98101

or via e-mail (Word or Acrobat .pdf format) to:

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.

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.

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