



UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF WASHINGTON

## CASE ADMINISTRATOR/INTAKE CLERK

**ANNOUNCEMENT NUMBER** 17-WAW-18

**ANNOUNCEMENT DATE** June 16, 2017

**CLOSING DATE** Open until filled; preference given to resumes received by July 9, 2017

The U.S. District Court for the Western District of Washington is seeking a qualified Case Administrator/Intake Clerk. This position is located in the office of the Clerk of Court at the federal courthouse in Tacoma, 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.

Intake Clerks are responsible for providing procedural information and assistance to customers in-person and on the phone. Cashiering and mail processing are also part of the Intake Clerk duties, along with case opening and quality control.

Case Administrators/Intake Clerks are part of a self managing team, and are responsible for hiring, training, and performance management. 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 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;



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

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