



UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF WASHINGTON

## CASE ADMINISTRATOR/INTAKE CLERK

**ANNOUNCEMENT NUMBER** 21-WAW-26

**ANNOUNCEMENT DATE** July 13, 2021

**CLOSING DATE** Open until filled; preference given to resumes received by July 27, 2021

The United States District Court for the Western District of Washington is a career-oriented organization focused on providing exceptional service to the Court, the legal community and the public. We are accepting resumes for a Case Administrator/Intake Clerk position. Our ideal candidate is well organized, detail oriented, possesses exceptional interpersonal skills and enjoys working with the public.

The Case Administrator/Intake Clerk is part of a self-directed team. The team participates in recruiting, and is responsible for training and performance evaluations. The team develops quality standards, plans and distributes work, and handles leave and coverage issues. This requires responsibility, flexibility and a desire to work collaboratively within the team and the Clerk's Office as a whole.

This position is located in the office of the Clerk of Court at the federal courthouse in Tacoma, Washington.

The Case Administrator/Intake Clerk maintains expertise in the areas of case administration, intake, jury support, and records and responds to the more complex questions relating to case services policies and procedures.

**REPRESENTATIVE DUTIES**

- Provides exceptional customer service to the public, attorneys, and visitors to the court, whether in person or over the telephone while providing accurate answers to questions regarding procedural information, the case docket, or general court information.
- Responsible for maintaining the accuracy and completeness of official case records from opening to final disposition, while ensuring the integrity and efficiency of the U.S. District Court's case information database by providing quality assurance of all electronic entries.
- Reviews filed documents for conformity with rules and regulations. Makes summary entries of all documents and proceedings on the docket in a team-based environment. This includes, but is not limited to, such items as complaints, petitions, indictments, pleadings, motions, responses, minutes, and orders. Distributes orders, notices, and judgments when entered on the docket. Prepares and issues summons and warrants upon order of the court.
- Ensures that statistical information is accurately reflected when a case is opened or closed and in various entries occurring throughout the pendency of an action. Assists in case management by ensuring the quality of all docket entries using the court's quality control program.
- Responsible for filing, scanning, and indexing documents on any new or ongoing action for civil, criminal, as well as appeals, using manual and automated processes.

	<ul style="list-style-type: none"> <li>• Screens and file-stamps incoming documents; research and resolve special problems related to case filings, answer written inquiries, perform data entry into case management system, and ensure compliance.</li> <li>• Correspondence with jurors and processing of regular summons mail and online eJuror requests.</li> <li>• Preparing for trials – Setting up panels and scheduling jurors.</li> <li>• Jury selection days, check-in, orientation, and managing jurors on subsequent trial days.</li> <li>• Inputting and review of jury payment.</li> <li>• Performs other duties as assigned.</li> </ul>
<p><b>QUALIFICATIONS</b></p>	<ul style="list-style-type: none"> <li>• Opens, reviews, separates, and distributes mail; logs remittances; writes receipts for payments made; and reconciles transactions in accordance with internal controls policies and procedures. Also assists with processing outgoing mail.</li> <li>• Serves as a liaison to internal court personnel and other court clerks.</li> <li>• As part of a self-managed team, participates in the hiring, training and orientating new staff/team members. Also assists with training current staff on new procedures as needed.</li> <li>• High school diploma or equivalent; and a minimum of two years of progressively responsible administrative, technical or professional experience;</li> <li>• Knowledge of Microsoft Office Suite and strong computer and analytical skills.</li> <li>• Experience with virtual meeting platforms such as Zoom or WebEx.</li> <li>• Proven experience in handling multiple workload demands while maintaining a high level of concentration, accuracy and attention to detail;</li> <li>• Demonstrated ability to function collaboratively within a team environment;</li> <li>• Ability to communicate information clearly and professionally with a wide-ranging constituency, including federal judges, court personnel, attorneys, jurors, and pro se litigants;</li> <li>• Ability to maintain confidentiality, demonstrate sound judgment, and handle sensitive material, with a calm, professional, friendly and patient demeanor;</li> <li>• Ability to research complex issues and be familiar with a variety of internal and external resources;</li> <li>• Have a strong sense of personal and professional integrity;</li> <li>• Ability to speak in front of large groups of people for the purpose of orientation and provide instructions, answer questions, and provide guidance on the jury process.</li> <li>• Excellent customer service, organization, and time management skills.</li> <li>• Capable of adapting to a demanding fast paced work environment.</li> </ul>
<p><b>PREFERRED QUALIFICATIONS</b></p>	<ul style="list-style-type: none"> <li>• Bachelor’s Degree.</li> <li>• Current or prior judiciary experience.</li> <li>• Proficiency with a wide range of technology, including SharePoint and Adobe Acrobat.</li> <li>• Knowledge of CM/ECF, the Judiciary’s automated case management system.</li> </ul>
<p><b>SALARY RANGE</b></p>	<p>Court Personnel System Classification Level:  CL24, Step 1 – 61, \$42,388 - \$68,910  CL25, Step 1 – 61, \$46,828 - \$76,094  Depending on experience and qualifications; additional promotional potential without further recruitment.</p>

**BENEFITS**

The District Court offers a generous benefit package competitive salary, and a dedication to work/life balance including flexible schedules, ORCA transit passes, 24-hour on-site fitness center, 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 ten paid holidays per year. Judiciary employees are not covered by the Executive Branch civil service classification system or regulations. For additional information on employment with the federal courts, please visit [www.uscourts.gov](http://www.uscourts.gov)

**INFORMATION FOR APPLICANTS**

Qualified applicants should submit the following:

- Cover Letter
- Resume
- [Completed AO78 Form](#) (Application for Employment)

Attachments should be submitted as Microsoft Word (DOC) or Adobe Acrobat (PDF) files. Other formats are not acceptable. Applications will be considered complete when all required attachments, in the appropriate format, are received by the Human Resources Unit.

Applications and/or attachments received after the closing date may not be considered.

Application materials can be submitted via e-mail to:

[seattle\\_personnel@wawd.uscourts.gov](mailto:seattle_personnel@wawd.uscourts.gov)

Or to:

Human Resources (#21-WAW-26)

U. S. District Court

700 Stewart Street, Suite 2218

Seattle, WA 98101

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 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. 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.

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