

**\*\*\*\*\*CAREER OPPORTUNITY\*\*\*\*\***



**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF GEORGIA**

**VACANCY ANNOUNCEMENT**

Position Title: Case Administrator/Deputy Clerk  
Location: Savannah, Georgia  
Closing Date: April 29, 2016  
Starting Salary/Range: \$32,019 - \$39,699\* (CL 23)

Position Announcement No. 16-04

\* Salary commensurate with qualifications

**POSITION OVERVIEW**

The Southern District of Georgia is comprised of six divisional offices and serves a 43 county area. The Savannah divisional office is the headquarters office with a staff of thirteen deputy clerks and serves three judicial officers and their staff. This position reports directly to the Chief Deputy Clerk in the Savannah division. The individual selected for this position must have a good knowledge and skill using Microsoft Word and Excel.

The individual selected for this position will be required to perform, but not limited to, the following duties:

- \* Makes summary entries of all documents and proceedings on the docket. This includes but is not limited to, such things as: pleadings, petitions, motions, complaints, minutes, and orders.
- \* Assists in case management by ensuring that all automated entries are appropriately linked for proper case management.

- \* Prepares and transmits to appropriate parties such items as: notices, judgments and orders.
- \* Informs parties when a judgement or appealable order is entered on the docket. Answers inquires on case status.
- \* Opens cases upon receipt of initiating documents, such as complaints, indictments or petitions.
- \* Closes cases upon receipt of terminating documents, such as judgements and closing orders.
- \* Performs other duties as assigned.

## BENEFITS

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to similar benefits. These benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases. All employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

## INFORMATION FOR APPLICANTS

Due to the volume of applications usually received, only qualified applicants will be invited for personal interviews. The best suited applicant will be selected. Employees of the United States Court are "AT WILL" employees. All employees are required to adhere to a Code of Ethics and Conduct. A background check will be conducted prior to a final employment offer. The conditions of this announcement are subject to modification without further advertising.

Qualified applicants may send resumes to:

U.S. District Court  
Human Resources Administrator  
P.O. Box 8286  
Savannah, Georgia 31412

**EQUAL OPPORTUNITY EMPLOYER**