

*******CAREER OPPORTUNITY*******



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

VACANCY ANNOUNCEMENT

Position Title: Case Administrator/Deputy Clerk
Location: Augusta, Georgia
Closing Date: July 21, 2017
Starting Salary/Range: \$32,538 - \$40,684 CL 23 to \$36,026 - \$45,056* CL 24

Position Announcement No. 17-04

* Salary commensurate with qualifications

POSITION OVERVIEW

Case administrators perform various functions and are responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition, in accordance with approved internal controls, procedures, and rules. Case administrators I serve as records and reproduction clerks and/or case initiation clerks. They receive and review incoming court documents for conformity with federal and local rules, and perform customer service and cashier duties for the purpose of providing procedural information and collecting court fees. Employees at this level may also prepare cases for closing by ensuring that all necessary orders are entered and proceedings are completed accurately.

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.

QUALIFICATIONS

High school graduate or equivalent and a minimum of two years of general experience. Requires one year specialized experience equivalent to work at CL23 to qualify for CL24. Specialized experience is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology and demonstrated ability to apply a body of rules, regulations, directives or laws. Such experience is commonly encountered in law firms, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

General experience includes duties such as assisting with the review of incoming documents to determine conformity with regulations and requirements, routing documents after acceptance, acting as receptionist and providing information to a wide variety of people and assisting with entering information into the docket.

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. 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