



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

**VACANCY ANNOUNCEMENT**

Position Title: Case Administrator/Deputy Clerk  
Location: Brunswick, Georgia  
Closing Date: Open until filled, with first preference to applicants who submit material prior to June 11, 2019  
Starting Salary/Range: CL 24 \$37,245 – CL 26 \$56,647\*  
Position Announcement No. 19-04

\* 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 serve as records and reproduction clerks and/or case initiation clerks. They receive and review incoming court documents for conformity with rules, prepare cases for closing and records keeping purposes, and perform customer service and some financial duties. 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 be limited to, the following duties:

- Maintain all aspects of electronic docket keeping, including opening of new cases, entering all records on the docket, and closing of all cases;
- Assist in case management by ensuring all automated entries are properly linked;
- Quality assure all docket entries made by attorneys, courtroom deputies, finance and chambers staff and makes appropriate changes, corrective entries, etc.;

- Monitor case activity, deadlines and status;
- Prepare and transmit notices and judgments;
- Timely notify all parties of entries and case statuses;
- Perform customer service duties to include receipt and processing of payments, answering case status inquiries, etc.;
- Perform 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 CL25 to qualify for CL26.

General experience includes performing duties such as acting as a receptionist, customer service responsibilities, and the routing of documents to and from the appropriate parties.

Specialized experience is progressively responsible clerical experience requiring the regular and recurring applications of clerical procedures, including, but not limited to: keyboard skills; demonstrated ability to comprehend and apply a body of rules and regulations, laws or directives; proficiency with Microsoft Office products and other computer skills; record maintenance; and review of documents to determine conformity with regulations and requirements. 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 settings.

Court Preferred Qualifications:

- Prior court and/or legal experience.
- A Bachelor's degree in a relevant field of study, to include Political Science, Criminal Justice, Business Administration, Public Administration or similar.
- Ability to speak publicly in front of a large group.
- Experience in managing a heavy call volume.
- Direct customer service experience involving significant public contact and personal interaction.
- Ability to independently coordinate, organize, prioritize and complete multiple tasks in a timely manner while ensuring attention to detail.
- Self-starter.

## **BENEFITS**

A generous benefits package includes the following:

- 13 days of paid annual leave per year.
- 13 days of paid sick leave (unlimited accumulation)
- 10 paid holidays
- Health, Life, Dental and Vision benefits
- Flexible Benefits Program

- Long Term Care Insurance
- Thrift Savings Plan participation with up to 5% employer matching contributions.

### **INFORMATION FOR APPLICANTS**

Due to the volume of applications usually received, only qualified applicants will be invited for personal interviews. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

All employees are required to adhere to a Code of Ethics and Conduct. As a condition of employment, all new employees are subject to a background check or investigation which includes a FBI fingerprint check and retention depends upon a favorable suitability determination. The Federal Financial Management Reform Act requires direct deposit of federal wages/ The conditions of this announcement are subject to modification without further advertising.

### **APPLICATION PROCESS**

Applicants must provide:

1. An introductory cover letter.
2. A chronological resume.
3. A completed Application for Judicial Branch Federal Employment, for AO78 (found under Employment Opportunities on the Court's website).

Materials must be received as e-mail attachments in PDF format sent to [gas\\_permgr@gas.uscourts.gov](mailto:gas_permgr@gas.uscourts.gov) Please reference "19-04" in the subject line of your message.

**EQUAL OPPORTUNITY EMPLOYER**