



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

VACANCY ANNOUNCEMENT

Position Title: Case Administrator
Location: Savannah, Georgia
Closing Date: Open until filled, preference for those who apply by 02/29/2024
Starting Salary/Range: CL 24 \$43,414 – CL 26 \$66,036*
Position Announcement No. 24-02

* 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. 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 and/or transmission to the Eleventh Circuit Court of Appeals 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. One-year of specialized experience equivalent to work at higher grade may be considered for pay setting.

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 a variety of group settings.
- 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)
- 11 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 www.gasd.uscourts.gov).

Materials must be received as e-mail attachments in PDF format sent to gas_permgr@gas.uscourts.gov Please reference "24-02" in the subject line of your message.

EQUAL OPPORTUNITY EMPLOYER



TOTAL COMPENSATION STATEMENT

* SAMPLE FOR ILLUSTRATION PURPOSES ONLY *

POSITION: Case Administrator
LOCATION: Savannah, GA
STARTING LEVEL: CL 24
SALARY: \$43,414 per Annum

The Federal Judiciary provides a generous benefit package which, in addition to salary, is an important component of total compensation. This total compensation statement illustrates the value of the Federal Judiciary benefits. Please be advised that the information is tailored to this position as above, however some of the individual benefit values may vary based on your benefit choices.

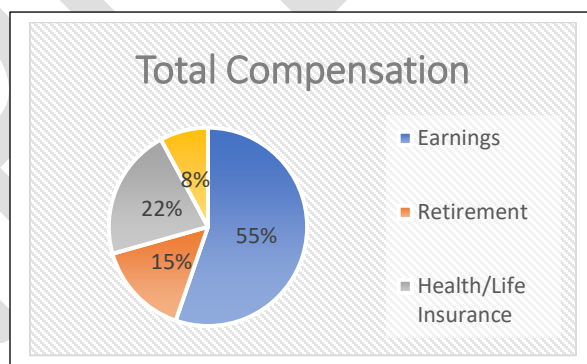
EARNINGS

\$43,414

Retirement Benefits \$12,069
Health/Life Insurance \$16,889
Paid Time Off \$6,178

TOTAL EMPLOYER CONTRIBUTIONS \$35,136

Employer contributions represent 37.63 % of total compensation



TOTAL COMPENSATION

\$78,550

EMPLOYER CONTRIBUTIONS

Retirement Benefits

- ❖ Retirement - Basic Benefit (FERS) 16.6 – 18.4% of basic pay for FY22, varies by type of FERS employee (FERS, FERS RAE or FERS FRAE)
- ❖ Thrift Savings Plan - Automatic Contribution 1% of Basic Pay for FERS employees
- ❖ Thrift Savings Plan - Employee Matching Up to an additional 4% of Basic Pay
Judiciary matches dollar for dollar for the first 3%, then 50 cents for every dollar contributed after that, up to 5%
- ❖ Social Security 6.2% of earnings up to SS Wage Base

Health /Life Insurance

- | | |
|---------------------------------------|---------------------------------------|
| ❖ Health Insurance – FEHB | Approximately 72% of FEHB Premium |
| ❖ Life Insurance - FEGLI BASIC option | \$.075 per every \$1,000 of insurance |

Paid Time Off

- | | |
|-----------------|---|
| ❖ Sick Leave | 4 hours per pay period = 104 hours per year |
| ❖ Annual Leave | 4 – 8 hours per pay period based on length of service |
| | <i>0 – 3 years = 104 hours/year</i> |
| | <i>3 – 15 years = 160 hours/year</i> |
| | <i>15+ years = 208 hours/year</i> |
| ❖ Paid Holidays | 11 federal holidays |

ADDITIONAL BENEFITS

- ❖ Dental Insurance, *premiums paid on a pre-tax basis*
- ❖ Vision Insurance, *premiums paid on a pre-tax basis*
- ❖ Flexible Spending Accounts, *contributions paid on a pre-tax basis*
- ❖ Paid Parental Leave, *12 weeks*
- ❖ Long-term Care Insurance
- ❖ Employee Recognition Program
- ❖ Professional Education and Training
- ❖ Benefit and Retirement counseling and training
- ❖ Employee Assistance Program (EAP)