

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OKLAHOMA
Career Opportunity
Vacancy Announcement #FY 19-03**

POSITION TITLE: Case Administrator
APPOINTMENT TYPE: Full-Time, Permanent
LOCATION: Tulsa, Oklahoma
SALARY: Starting at \$33,641 - \$46,572 (CL-23/24), depending on experience and qualifications
OPENING DATE: May 22, 2019
CLOSING DATE: Open Until Filled (to ensure consideration, apply by June 2, 2019)
REPORT DATE: To Be Determined

OVERVIEW:

The Northern District of Oklahoma Court Clerk's Office is recruiting for a Case Administrator. The incumbent is often the first point of contact, both in person and on the telephone, with the bench, bar and public and is responsible for maintaining and processing case information from opening to final disposition. This individual will have daily interaction with attorneys, the public, government agencies, and court staff. The position performs a variety of duties to support the Court and serve the public and bar. The incumbent will be expected to become cross-trained to assist and support other team members.

Candidates should be mature, responsible, and poised, and possess tact, diplomacy, good judgment, analytical skills, initiative, a positive work attitude, and a commitment to public service. The successful candidate will learn civil and criminal case processing from both an administrative and operational standpoint. This position offers an opportunity for a motivated and competent individual to gain the broad range of experience and exposure necessary to become competitive for positions of greater responsibility within the Judiciary.

MANDATORY QUALIFICATIONS:

- Must be a United States citizen or eligible to work in the United States.
- Must be a high school graduate, or equivalent.
- Must possess a minimum of at least two years general experience (for CL-23) or one year of specialized experience (for CL-24).*
- Must have solid computer skills.
- Must have excellent verbal and written communication and interpersonal skills.
- Must be well organized, detail-orientated, and self-motivated.
- Must be dependable and have a strong work ethic.
- Must display a pleasant and positive attitude and be service orientated.

*General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position. Education above high school may be substituted for general experience.

Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for work processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

PREFERRED QUALIFICATIONS:

- Experience working in a federal or state court or the legal field.
- Experience using a Case Management/Electronic Case Filing (CM/ECF) program.
- Experience using Microsoft Office products.
- Bachelor's Degree.

JOB REQUIREMENTS:

- Must exhibit the highest standards of excellence, integrity, and customer service, and display, at all times and to all persons, a courteous, professional and cooperative attitude.
- Must have the ability to maintain strict confidentiality.
- Must have the ability to take initiative and work successfully and collaboratively in a team-based environment where accuracy and attention to detail and procedure is critical.
- Must have the ability to work calmly under pressure, handle multiple tasks simultaneously, and adapt easily to change.
- Must have the ability to analyze problems and assess the practical implications of alternate solutions.
- Must have the ability to prioritize tasks and work assignments and consistently meet deadlines and targeted goals.
- Must have the ability to learn, understand, and use the Court's software programs.
- Must have the ability to learn, understand, and apply data quality principles/practices.
- Must have the ability to learn and apply a body of rules, regulations, directives or laws.
- Must have the capacity to employ one's knowledge, skills, and abilities in the resolution of problems.

REPRESENTATIVE DUTIES:

- Greet members of the public, bar, and other court-related agencies at the court intake reception area.
- Input data and make summary entries into the court's Case Management/Electronic Case Filing (CM/ECF) system.
- Assure the quality of all documents and proceedings entered on the automated docket sheet.
- Assist in case management by ensuring that all automated docket entries are appropriately linked and routed.
- Process notices of appeal and related documents.
- Answer and route telephone calls.
- Answer and respond to telephone and in-person inquiries from the general public, members of the bar, and other court-related agencies on case status, court procedures and filing processes.
- Answer and respond to inquiries from attorneys, chambers and related agencies about the CM/ECF system.
- Process emails received from electronic filers.
- Receive, stamp, and review incoming documents to determine conformity with appropriate rules, practices, and/or court requirements.
- Scan documents received in paper format.

- Make copies of records for court personnel, attorneys, and others.
- Sort, classify, and file case records.
- Process and distribute incoming mail.
- Process and meter outgoing mail.
- Inform customers of required fees, receives payments and issues receipts.
- Other duties as assigned.

BENEFITS:

A generous benefits package is available which includes 10 paid holidays; annual and sick leave; health, dental & vision, life and long-term care insurance; flexible benefits, a retirement plan, and a Thrift Savings Plan. Information about Judiciary benefits can be found at www.uscourts.gov. Paid parking is also provided.

CONDITIONS OF EMPLOYMENT:

An FBI fingerprint/background investigation will be conducted. The applicant selected will be hired provisionally pending successful completion of the investigation. The position is subject to mandatory electronic fund transfer (direct deposit) for salary payment (bi-weekly). Judiciary employees serve under excepted appointments and are considered "at will". Employees are required to adhere to the Code of Conduct for Judicial Employees which can be viewed at www.uscourts.gov. If hired at the CL-23, promotion to the higher level, budget allowing and when determined qualified, would be available without further competition.

APPLICATION INFORMATION:

To apply for this position, qualified applicants should submit: 1) a cover letter which addresses qualifications, skills, and experience necessary to perform the job duties; 2) a chronological resume including education, employment, and salary history; and 3) an Application for Judicial Branch Federal Employment (Form AO-78). The application form can be found on the District Court's website at www.oknd.uscourts.gov.

The documents can either be e-mailed to okndhr@oknd.uscourts.gov or mailed to:

U. S. District Court
Northern District of Oklahoma
333 W. 4th Street, Room 411
Tulsa, OK 74103
Attn: Human Resources

Only applicants selected for an interview will be contacted. For questions regarding this announcement, please call 918-699-4841.

GENERAL INFORMATION:

More than one vacancy may be filled under this announcement. If a second person is selected, that position may be temporary instead of permanent. In the event a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

The United States District Court is an Equal Opportunity Employer.