

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OKLAHOMA  
VACANCY ANNOUNCEMENT – CASE ADMINISTRATOR # FY 23-12

**BASIC INFORMATION**

<b>Position Title:</b>	Case Administrator
<b>Employment Type:</b>	Full-Time, Permanent
<b>Location:</b>	Tulsa, Oklahoma
<b>Area of Consideration:</b>	Open to All Qualified Applicants
<b>Grade/Annual Salary Range:</b>	CL 23/1 - CL 25/25, \$37,357 - \$57,118 (depending on qualifications & experience)
<b>Opening Date:</b>	July 26 <sup>th</sup> , 2023
<b>Closing Date:</b>	Open Until Filled (to ensure consideration, apply by August 4 <sup>th</sup> , 2023)
<b>Anticipated Report Date:</b>	TBD

**POSITION 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. This position reports directly to the Operations Manager.

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.

**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.
- Receive payments, issue receipts, and informs customers of required fees.
- Other duties as assigned.

## QUALIFICATIONS

### Required Qualifications

- Must be a United States citizen or eligible to work in the United States.
- Must be a high school graduate, or equivalent.
- For CL 23, must have two years of general experience.
- For CL 24 and CL 25, must have one year of specialized experience.
- 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 oriented.

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.

Educational Substitution: Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one

year of general experience. Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

### **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.

### **CONDITIONS OF EMPLOYMENT**

Applicants must be United States Citizens or eligible to work in the United States. Judiciary employees serve under excepted appointments, are considered "at-will", and serve at the pleasure of the court. All court employees are required to adhere to a Code of Conduct which can be reviewed [here](#). A background investigation, including an FBI fingerprint and criminal records check, will be conducted. The selectee will be hired provisionally pending successful completion of the investigation and receipt of a favorable suitability determination. Investigative updates are required every five years. Court employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit. If hired at a lower level, promotion to a higher level, budget allowing and when determined qualified, could occur without further competition.

## **BENEFITS**

A generous benefits package is available which includes a minimum of 11 paid holidays; paid annual and sick leave; health, life, and long-term care insurance benefits; flexible benefits, a retirement plan, a Thrift Savings Plan(401K), and wellness and employee assistance programs. For more information, please click [here](#). Also, the Federal Courthouse has an onsite fitness center and parking is provided.

## **OTHER/GENERAL INFORMATION**

Only applicants selected for an interview will be contacted. If selected for an interview, any related expenses will not be reimbursed. The Court reserves the right to modify the conditions of this vacancy announcement or withdraw it without written or other notice. More than one vacancy may be filled under this announcement.

## **APPLICATION INFORMATION**

To apply for this position, please submit: (1) a cover letter which addresses qualifications, skills, and experience necessary to perform the job duties; (2) a chronological resume; (3) a list of three professional references including contact information; and (4) an Application for Judicial Branch Federal Employment (Form AO-78). The application form can be found [here](#).

The documents can be emailed, in one pdf, to [okndhr@oknd.uscourts.gov](mailto:okndhr@oknd.uscourts.gov) or mailed to U. S. District Court, Northern District of Oklahoma, Attention: Human Resources Office, Page Belcher Federal Building, 333 W. 4th Street, Suite 411, Tulsa, OK 74103. Questions can be directed to 918-699-4841.

**The United States District Court is an Equal Opportunity Employer**