



CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT
Northern District of Iowa

POSITION TITLE	POSITION OVERVIEW
Case Administrator Announcement No. 20-07	<p>The Clerk's Office of the United States District Court for the Northern District of Iowa is accepting applications for a full-time Case Administrator in the Sioux City, Iowa divisional office. The Case Administrator position is ideal for a highly motivated and energetic individual who is seeking to be part of a great organization.</p> <p>Reporting directly to the Case Administration Supervisor, case administrators perform a variety of tasks to support the court's functions. Case administrators rely on the court's automated system (Case Management/Electronic Filing System (CM/ECF)) to maintain and process case information and manage the progression of civil and criminal cases and related proceedings from opening to final disposition. Case administrators communicate regularly with court staff, attorneys, and others in person, via phone and by email regarding case related matters.</p> <p>The Clerk's Office maintains offices in Cedar Rapids and Sioux City, Iowa. The Clerk's Office currently consists of 23 employees and provides administrative support for five Judges and their staff.</p>
LOCATION	
Clerk's Office Sioux City, Iowa	
CLASSIFICATION LEVEL/SALARY	
CL 24/25 \$38,298—\$68,808 Starting classification level and salary commensurate with qualifications and experience	
OPENING DATE	
October 9, 2020	
CLOSING DATE	
October 30, 2020 or until filled	
ANNOUNCEMENT NO.	
20-07	

REPRESENTATIVE DUTIES

While the Case Administrator's representative duties may vary, it is anticipated that they will include all or some of the following:

- Processes new case files. Verifies the statistical opening information in the court's automated system for accurately reporting cases to the Administrative Office. Ensures event codes are entered accurately. Assigns judge and/or magistrate judge to cases.
- Determines fees required. Informs filers or customers of required fees. Receives payments and issues receipts. Secures funds in cash register and balances cash drawer at the end of the day. Processes credit card payments.
- Verifies attorney's authority to practice in the court and takes appropriate action if any discrepancies exist.
- Utilizes the court's automated system to timely and accurately docket documents, orders, and judgments in accordance with specified docketing procedures.
- Performs quality control on all electronically filed civil and criminal documents using system generated reports to ensure compliance with federal and local rules, practices, and filing requirements. Notifies attorneys or filers of errors and deficient filings. Relies on the court's automated system to ensure that all deficiencies have been remedied. Takes appropriate action if the deficiencies are not remedied.
- Verifies that motions are set before or referred to the appropriate judicial officer (i.e., dispositive motions—district judges, discovery motions—magistrate judges) and makes applicable modifications. Monitors the progression of cases and ensures the efficient movement of cases. Rules on motions as permitted by local rules.
- Issues summons for complaints, amended complaints, etc. Issues writs of garnishment and other process to various parties pursuant to court orders. Issues warrants of arrest and summons in criminal cases.
- Processes print jobs that are generated for filers who do not receive court notices and documents by email and prepares them for mailing via the United States Postal Service.
- Electronically transfers civil cases to other district courts. Transmits records to appropriate courts.
- Maintains the confidentiality of sealed documents. Monitors proper access to records.
- Assists chambers staff with case administration and resolving issues. Works with chambers to process orders efficiently.
- Sets schedules for briefing and record preparation.
- Processes notices of appeal and appeal-related documents. Processes appellate opinions and closes appeals.
- Monitors cases for release of exhibits and sealed documents.
- Prepares and ships records to or retrieves records from the appropriate Federal Records Center.
- Prepares correspondence regarding file inquiries, docket sheets, and other file request information.
- Answers numerous in-person and telephone inquiries by routing calls and furnishing information on a wide variety of topics, such as case status and the electronic filing of documents.
- Operates a variety of office equipment.

- Scans, copies, files, picks-up, sorts and processes incoming mail. Receives and stamps incoming documents.
- Assists the public in the use of computerized databases.
- Retrieves and makes copies of documents or other court forms for court personnel, attorneys, and others. Certifies court documents.
- Provides back up coverage for other case administrators and other units as required. Provides training or assistance to employees performing case administration duties.
- Assists with management of the court's calendar, which includes arranging for court interpreters and court reporters as needed.
- Performs other duties as assigned. Examples include assisting with jury administration, securing court appointed counsel, performing courtroom deputy work, etc.

QUALIFICATIONS

Applicants must be citizens of the United States or eligible to work in the United States.

MINIMUM QUALIFICATIONS:

Applicants must possess a high school diploma or equivalent. Additionally, the successful applicant must have two years of general experience, defined as: progressively responsible clerical or administrative experience, such as that obtained in law firms, legal offices, financial institutions, educational facilities, social service organizations, insurance companies, real estate and title offices, corporate headquarters or human resources/payroll operations; experience working in web-based environments; and data entry skills involving the use of automation and specialized terminology.

The successful applicant must be able to demonstrate that he or she can apply a body of rules, regulations, directives, or laws to a given scenario, and he or she must have the ability to apply concepts to determine the appropriate action to be taken.

The successful applicant must have excellent computer skills with a demonstrated history of accuracy and quality assurance, and he or she must possess excellent proofreading skills and attention to detail.

Because this position involves communication by phone, by email, and in person with the public, chambers staff, and other court users, the successful applicant must possess exceptional verbal and written communication skills.

Finally, the successful applicant must be self-motivated and dependable; possess excellent organizational, interpersonal, team building, and analytical skills; possess tact, good judgment, and initiative; be able to process a high volume of documents and prioritize and complete multiple tasks on a daily basis; work harmoniously in a team environment to meet the court's needs; and maintain a professional appearance and demeanor.

PREFERRED QUALIFICATIONS:

A bachelor's degree from an accredited college or university and/or completion of a paralegal certificate is highly preferred; prior experience with a federal or state court and/or familiarity with electronic case filing, especially the court's automated system, is highly desirable.

BENEFITS

Benefits include participation in the Federal Employees Retirement System (FERS) and Thrift Savings Plan (similar to 401K plan with employer matching contributions), Federal Employees Health Benefits, Federal Employees Group Life Insurance, Federal Employees Dental and Vision Programs, Flexible Benefits Program, Long Term Care insurance, 10 paid holidays, Paid vacation and sick leave.

Please visit <http://www.uscourts.gov/careers/benefits> for additional information.

ADDITIONAL INFORMATION FOR APPLICANTS

Applicants are advised that false statements or omission of information on any application materials or the inability to meet the aforementioned conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

All court employees are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees, which is provided to each employee.

All employees of the court (except Law Enforcement Officers) are considered “at will” employees and may be terminated with or without cause.

Hiring of the successful applicant will be contingent upon the satisfactory completion of a background check.

This position is subject to mandatory electronic direct deposit of salary payment.

The court provides reasonable accommodations to applicants with disabilities.

Eligibility for benefits are not a guarantee and will be determined at the time of job offer.

HOW TO APPLY

To be assured consideration for this position, qualified applicants must submit a complete application packet that includes:

- A letter of interest that refers to the vacancy announcement number and addresses your qualifications and relevant experience;
- A current/detailed resume;
- The names and current contact information for three professional references; and
- Form AO78, Application for Judicial Branch Employment, which may be obtained at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>

Application documents should be emailed as a single PDF document to:

applications@iand.uscourts.gov

Include the announcement number and position title in the email subject line.

Please note:

Due to the volume of applications received, the court will communicate only with those applicants selected for an interview. Participation in the interview process will be at the applicant's own expense.

The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement sooner than the advertised closing date and/or fill the position earlier than the closing date. Any of those prior actions may occur without written notice to the applicants.

Incomplete applications, as well as those not submitted electronically, will not be considered.

The court is an Equal Employment Opportunity employer and welcomes diversity.