



UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND

More than one vacancy may be filled under this announcement

POSITION:	Case Administrator I/II	OPENING DATE:	September 17, 2013
SALARY:	CL 23 \$33,742 (entry level)	CLOSING DATE:	Open Until Filled
	CL 24 \$37,384 (entry level)	DUTY STATION:	Greenbelt, Maryland
	CL 25 \$41,285 - \$67,147 (lateral transfers)		with travel to Baltimore as needed
	*Salary is based upon qualifications	VACANCY NO:	7 (12-13)

The Clerk of the United States District Court for the District of Maryland is seeking qualified applicants for the full-time position of Case Administrator I/II. The incumbent receives and checks incoming documents, maintains the official case events summary on the docket, and manages the progression of civil and criminal cases and related proceedings from opening to final disposition.

Duties include, but are not limited, to the following:

- Receives, reviews, routes, and files incoming documents.
- Makes summary entries and assures the quality of all documents and proceedings entered on the automated docket. Verifies that entries made by attorneys are accurate and complete.
- Maintains case files.
- Scans and converts documents as needed into imaged files.
- Assists in case management by ensuring that automated entries are appropriately linked and routed.
- Ensures the collection and receipt of appropriate fees.
- Prepares and transmits to appropriate parties' notices, judgments and orders.
- Opens cases upon receipt of initiating documents. Assures assignment of case numbers and randomly assigns cases to judges. Closes cases upon receipt of terminating documents.
- Answers 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.
- Answers inquiries from attorneys, chambers and related agencies about the Case Management/Electronic Case Filing (CM/ECF) system. Provides assistance as needed.
- Inform customers of required fees, receive payments and issue receipts. Secure funds in cash register and balance cash drawer at the end of the day.

Qualifications and Requirements:

- Excellent computer, verbal and written communications, organizational and interpersonal skills.
- Familiarity with electronic case filing and court system desirable. Court or legal experience and college education preferred.
- Accuracy and attention to detail essential.
- Strong typing skills, customer service experience and team orientation required.
- Some lifting of records is required.
- To qualify for the CL-23: high school graduate, or equivalent, required plus two years general experience.
- To qualify for the CL-24: high school graduate, or equivalent, required plus two years of general experience plus one year of specialized experience (progressively responsible clerical experience requiring the application of 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 word processing, data entry or report generation.).
- Education above high school may be substituted on the basis of one academic year being equal to one year of general experience.

How to apply:

Submit resume, salary history and cover letter stating the reasons for your interest in the position to:
jobs @mdd.uscourts.gov

****Applications will be reviewed and interviews scheduled on a rolling basis. This position will close without notice once a qualified candidate(s) are selected.**

The United States District Court is an Equal Opportunity Employer. Applicants must be U. S. citizens or eligible to work in the United States. All applications will be reviewed to identify the best qualified candidates. Successful candidate for this position is subject to a full fingerprint and background records check, a one year probationary period, and mandatory electronic direct deposit of salary payment.