

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF ILLINOIS



POSITION: Case Administrator
VACANCY NUMBER: 2024-05
LOCATION: East St. Louis or Benton, Illinois
SALARY RANGE: CL 24 to CL 25 (\$43,414 to \$79,841), depending on qualifications*
DATE POSTED: May 7, 2024
CLOSING DATE: May 28, 2024, at 4:00 PM CT **

- * Salary set based on qualifications, experience, and pay setting rules per *The Guide to Judiciary Policy*.
- * Position is promotion eligible up to CL 26 without further advertisement or competition.
- ** Application packets will be reviewed upon receipt, and interviews may be held prior to the closing date of this announcement.

POSITION SUMMARY

The United States District Court for the Southern District of Illinois is seeking a full-time permanent case administrator for the East St. Louis or Benton clerk's office. The case administrator is 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. Incumbent performs customer service and cashier duties for the purpose of providing procedural information and collecting court fees. Incumbent reports to the Operations Administrator.

SUMMARY OF REPRESENTATIVE DUTIES AND RESPONSIBILITIES

The case administrator greets members of the public, bar, and other court agencies at the intake counter, and answers, responds, and routes incoming telephone calls. The case administrator receives and processes case information and maintains the official case events summary on the automated court docket from opening to final disposition. The case administrator is responsible for reviewing pleadings to ensure compliance with the court's rules, entering information accurately into the automated case management system, preparing procedural documents, monitoring due dates, and responding to inquiries from chambers, court staff, counsel, and the public, as well as performing disposition tasks to close cases upon receipt of terminating documents. The case administrator will ensure the integrity and quality of the case-related database. Other administrative duties as assigned also may be performed.

MINIMUM QUALIFICATIONS

Applicant must have one year of specialized 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 word 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. Education may not be substituted for the specialized experience.

COURT PREFERRED SKILLS

Experience in the federal judicial system and/or with electronic case filing systems. Knowledge of legal terminology and processes. Excellent verbal and written communication and clerical skills. Excellent interpersonal skills. Solid computer skills. Ability to work as part of a team and provide excellent customer service.

BENEFITS

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are “at will” and can be terminated with or without notice, and with or without cause (*i.e.*, without providing a reason). Federal benefits include paid vacation and sick leave, paid holidays, and retirement benefits. Optional benefits include health, life, and long-term care insurance, flexible spending accounts for health and dependent care, dental and vision insurance, and a tax-deferred savings plan. For more detailed information about Federal Judiciary benefits, please visit the United States Courts website at <https://www.uscourts.gov/careers/benefits>. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

BACKGROUND INVESTIGATION REQUIREMENTS

The selectee for this position is subject to a criminal record check and satisfactory adjudication to be eligible for employment. Candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO 78 Employment Application are not required to complete questions 18-20 regarding criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual’s date of hire. For more information, click [here](#).

PROCEDURES FOR APPLYING

Application packets should include the following:

- A letter of interest describing your knowledge, skills, and abilities as they relate to the duties of this position;
- Résumé;
- AO78 (revised 03/24) Application for Judicial Branch Federal Employment (located on the court’s website at www.ilsd.uscourts.gov); and
- Names, addresses, and telephone numbers of three professional references.

Application packets should be sent via email as **one** PDF or **one** Word document to Recruitment1@ilsd.uscourts.gov. The subject line should state “Case Administrator Application 2024-05.” Receipt will be acknowledged by the Human Resources Department by return email. If you do not receive email confirmation within three business days, please contact the Human Resources Administrator at (618) 482-9425. Any questions regarding this vacancy should also be directed to the Human Resources Administrator.

Application packets must be received by 4:00 PM CT on the closing date. Incomplete and late application materials will not be considered. Application packets will be reviewed upon receipt, and interviews may be held prior to the closing date of this announcement.

Applicants must be United States citizens or eligible to work in the United States. Selection will be consistent with the Federal Judiciary's policy to provide equal employment opportunity and to promote and facilitate diversity, equity, and inclusion in its workforce. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Applicants may be asked to participate in proficiency tests.

The court provides reasonable accommodation to applicants with disabilities on a case-by-case basis for any part of the application or hiring process. Please contact the Human Resources Administrator at (618) 482-9425 with any reasonable accommodation requests.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. If a similar position opens within 60 days of the closing date of this announcement, applicants under this announcement will be considered without further advertisement and competition. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

Court's Mission

Our mission is to resolve judicial matters fairly and justly in a manner that will uphold and defend the Constitution of the United States. We are committed to doing so through communication and education in order to ensure respect for the Court. We work to resolve disputes in a timely and efficient manner to promote the public's confidence and trust in the Judiciary of the United States and to protect individual rights and liberties through law.

Clerk's Office's Mission

The mission of the Clerk's Office is to provide administrative and case management support to the district court, members of the bar, the public, and all government agencies in a professional, timely, and efficient manner. Through teamwork, we perform our duties with courtesy, respect, equality, and fairness, thereby promoting public trust and confidence in the judicial system. Success is linked to commitment, and we are committed to excellence.

THE UNITED STATES DISTRICT COURT FOR THE SOUTHERN DISTRICT OF ILLINOIS IS AN EQUAL OPPORTUNITY EMPLOYER