

# Vacancy Announcement

## Case Administrator

**Position Title:** Case Administrator

**Announcement Number:** WVN 14-04

**Court Name:** U.S. District Court, Northern District of WV

**Location:** Wheeling, WV

**Permanent Position:** YES

**Anticipated Start Date:** February 16, 2015

**Job Grade:** CPS CL 25

**Salary:** CL 25/25 -\$47,923 to CL 25/61 \$62,307  
Depending on experience and qualifications

**DEADLINE:** First cut-off date for review of applications is December 31, 2014. Position is open until filled.

The United States District Court for the Northern District of West Virginia is seeking qualified applicants for the position of full-time Case Administrator in the Clerk's Office at the Wheeling, West Virginia point of holding court. This position may require travel to other points of holding court in Clarksburg, Elkins, or Martinsburg.

**Position Description:** A Case Administrator manages the progression of civil and criminal cases and related proceedings from opening to final disposition. The incumbent is fully proficient in administration and maintenance of the official case records. The incumbent performs docketing, monitors the completion of the required procedural steps, and performs the necessary noticing and administrative and clerical tasks. The Case Administrator prepares case documents for appeal, reviews filed documents to determine conformity, takes appropriate action, and ensures that all orders and automated entries are appropriately and accurately docketed.

**Representative Duties:** The Case Manager duties include, but are not limited to, the following:

- Manage civil and criminal cases from opening to closing. Review, identify, and research the accuracy, timeliness, and quality of data entered into the case record. Make corrections to the case record to comply with local and national procedures. Ensure that all case files and related information are accessible. Manage cases to ensure timely progression. Process notices of appeal and appeal-related documents. Perform quality control on attorney-docketed entries.

- Prepare and analyze required reports. Check data from reports in order to meet quality assurance standards.
- Check for prior or prohibited filings. Verify attorney's authority to practice. Monitor for release of exhibits and sealed documents. Verify and issue summons.
- Respond to inquires on case status. Provide information and electronic case filing (ECF) instruction to external customers. Inform customers of required fees. Receive payments and issues receipts. Secure funds in cash register. Balance cash drawer at the end of the day. Process credit card payments.
- Create and process new case files. May assign case numbers to judges and/or magistrate judges. Open cases in case management system. Docket initial opening events. Sort, classify, and file case records. Audit cases for closing and check the docket to ensure that all necessary documents are entered and deadlines are met before generating the closing order.
- Scan and convert documents filed over the counter into image files. Enter documents and proceedings on the case docket. Maintain documents in the appropriate location. Answer phone inquiries regarding case status, archive information, and court procedures. Provide forms via mail or e-mail as required.
- Assist the public with electronic and paper files. Conduct case research as required. Provide archive information for closed cases. Provide file copies as requested.
- Record court proceedings, organize exhibits, including setting up and troubleshooting electronic evidence presentation systems, and assist with the orderly flow of court proceedings, as required. Provide backup courtroom deputy coverage.
- Assist with order processing. Provide backup coverage for team members and other departments, as required.
- Perform financial duties as outlined in the Internal Controls Manual.
- Perform other duties as assigned.

**Qualifications and Requirements:** Applicants for the position should have the following qualifications and requirements:

**Required Qualifications and Requirements:**

- Excellent clerical and organizational skills, ability to communicate verbally and in writing, and be attentive to details.
- The ability to analyze problems and assess the practical implications of alternate solutions;
- Progressively responsible clerical experience requiring the regular and recurring

application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology and demonstrated ability to apply a body of rules, regulations, directives or laws.

- Ability to communicate well with others, orally and in writing.
- The ability to employ the knowledge, skills and abilities in the resolution of problems.
- General computer knowledge including skills in word processing, scanning and uploading of pdf documents, email, and web browsers.
- High school diploma or the equivalent is required.

**Preferred Qualifications and Requirements:**

- Legal and/or court experience.
- College degree/education.
- Special consideration would be extended to incumbents with knowledge and experience using the federal Case Management/Electronic Case Files (CM/ECF) system.

**Benefits:** Electronic Fund Transfer (EFT) for payroll deposit is required. Benefits include paid vacation, sick leave, paid holidays, health insurance, a flexible benefits program, retirement plan and portable savings plan with matching contributions, and a professional environment.

**Miscellaneous:**

- U.S. citizenship required.
- The selected candidate will be subject to a background search that includes an FBI fingerprint check as a condition of employment. Appointment will be made conditional to an acceptable background investigation report.
- Employees of the U.S. District Court are “At Will” employees and are required to adhere to a Code of Conduct of Judicial Employees, which is available to candidates for review on our website at [www.wvnd.uscourts.gov](http://www.wvnd.uscourts.gov).
- Applicants may be required to take a basic computer skills test.
- Position may require limited travel.

**Application Requirements:** Qualified applicants should submit a resume, salary history and three references by December 31, 2014, to:

Cheryl Dean Riley, Clerk of Court  
U.S. District Court  
1125 Chapline Street  
P.O. Box 471  
Wheeling WV 26003 or  
[cheryl\\_riley@wvnd.uscourts.gov](mailto:cheryl_riley@wvnd.uscourts.gov)

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