

***United States District Court
Northern District of West Virginia
Vacancy Announcement***

Position Title: Case Administrator
Location: Martinsburg, West Virginia
Opening Date: April 29, 2021
Starting Salary: CL 25/25 (\$60,129) – CL 25/61 (\$78,167)
Revised - open until filled – deadline has been extended to
July 9, 2021
Announcement # WVN 2021-03

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

Position Description: A Case Administrator manages the progression of civil and criminal cases and related proceedings from opening to final disposition and performs courtroom functions such as logging/recording court proceedings and processing orders. 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 assists with courtroom proceedings, 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.

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.
- Attend and record judges’ court proceedings. Manage and organize exhibits used in court proceedings, including setting up and troubleshooting courtroom technology equipment and software. Assist with the orderly flow of proceedings, including but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Take notes of proceedings, rulings, notices, and

prepare and file minute entries electronically. Process requests for transcripts and audio recordings.

- 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 inquiries on case status. Provide information and electronic case filing (ECF) instruction to external customers. Inform customers of required fees. Perform financial duties as outlined in the Internal Controls Manual or as requested.
- 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.
- Assist with order processing. Provide backup coverage for team members and other departments, as required.
- Perform other duties as assigned.

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

- High school diploma or the equivalent.
- Four years of progressively responsible clerical or administrative experience in an office setting that includes word processing, web-based environments, data entry, automation skills, the use of specialized terminology and the ability to apply a body of rules, regulations, directives or laws.
- Must be extremely detail oriented and possess strong organizational, analytical, problem-solving and customer service skills.
- Ability to make independent decisions to resolve problems, questions and court-related issues based on knowledge and experience.
- Excellent clerical and organizational skills, ability to communicate well with others, orally and in writing and interact professionally with co-workers and all segments of the legal community and public.
- General computer knowledge including skills in word processing, scanning and uploading of pdf documents, email, and web browsers.

Preferred Qualifications:

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

Miscellaneous:

- U.S. citizenship required.
- Electronic Fund Transfer (EFT) for payroll deposit is required.
- The selected candidate will be subject to a background check that includes an FBI fingerprint check as a condition of employment.
- 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/
- Position will require travel.

Benefits:

Benefits include paid vacation, sick leave, paid holidays, health insurance, a flexible benefits program, a retirement plan and portable savings plan with matching contributions, and a professional environment. Additional benefit information is available at www.uscourts.gov/careers/benefits.

Application Procedure:

Qualified applicants must submit one PDF file with a completed [Application for Judicial Branch Federal Employment](#) (AO 78), a cover letter and a resume with salary history and professional references. The PDF file should be sent to:

Kelly Fry, HR Administrator
U.S. District Court
1125 Chapline Street
P.O. Box 471
Wheeling WV 26003 or kelly_fry@wvnd.uscourts.gov

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