

**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF PENNSYLVANIA**

**Joseph F. Weis Jr. Courthouse  
700 Grant Street, Suite 3110  
Pittsburgh, PA 15219  
Website: [www.pawd.uscourts.gov](http://www.pawd.uscourts.gov)**

**POSITION VACANCY NOTICE**

Position Title: Case Administrator II  
Vacancy Announcement No. 18-11  
Location: Pittsburgh, PA  
Classification Level: 25  
Salary Range: \$41,509 - \$67,499  
depending upon qualifications



Opening Date: November 1, 2018  
Closing Date: November 30, 2018

**POSITION**

The Clerk of Court for the United States District Court for the Western District of Pennsylvania is seeking qualified applicants for the position of Case Administrator. The incumbent is responsible for a variety of operational duties, specifically utilizing Electronic Case Filing (ECF). These duties include responsibility 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. 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. Answer inquiries on case status and ECF Help Desk Line. Case Administrators serve as records and reproduction clerks and review incoming court documents for conformity with federal and local rules, perform customer service and cashier duties for providing procedural information and collecting court fees.

**REPRESENTATIVE DUTIES**

- Receive and review incoming documents, both electronic and in paper to determine conformity with appropriate local and/or federal rules, practices and/or court requirements.
- Interact with the public and furnish information to wide variety of people within and outside of the court.
- Operate a variety of copying, scanning, and records equipment.
- Sort, classify, and file case records. Maintain integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents.
- Retrieve files and make copies of records for court personnel, attorneys, and others. Certify court documents.
- Prepare, ship, and retrieve records from the appropriate Federal Records Center.
- Inform customers of required fees, receive payments, and issue receipts.
- Secure funds in cash register, balance cash drawer at end of day, and process credit card payments for the use of computerized databases.
- Assign case numbers and randomly assign cases to judges.
- Enter new cases in the court's Electronic Case Filing System (ECF)
- Make docket entries, enter defaults/default judgments, perform quality control, and ensure accuracy of statistical data.
- Answer inquiries on case status and procedural questions.
- Perform other duties as assigned.

## **QUALIFICATIONS AND REQUIREMENTS**

- High school graduate or equivalent.
- Two years General Experience\* and a minimum of two years Specialized Experience. \*\*
- Possess the ability to type 35 WPM or better.
- Ability to lift heavy boxes.
- Ability to access and enter data on a network computer system.
- Ability to work harmoniously with others.
- Ability to effectively meet and serve the public and possess tact, good judgment, initiative and neatness of appearance.
- Excellent communication skills, both orally and in writing.
- Exhibit the highest standards of excellence, integrity, and customer service.
- Ability to display at all times and to all persons, a courteous, professional and cooperative attitude.

\*General Experience means progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Education above high school may be substituted for general experience.

\*\*Specialized Experience means progressively responsible clerical or administrative 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. 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 personnel/payroll operations.

## **PREFERRED**

- Bachelor's degree or above.

## **BENEFITS**

Employees are eligible for a full range of benefits to include retirement, health and life insurance, flexible benefits, long-term care insurance, paid holidays, and annual and sick leave accrual. Additional benefit information is available at <http://www.uscourts.gov/careers/benefits>. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net earnings.

## **NOTICE TO APPLICANTS**

- Each applicant must be a U.S. Citizen or seeking citizenship if applicable criteria are met.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.
- Electronic Fund Transfer (EFT) for payroll deposit is required.
- This position is classified as a sensitive position which requires the selected candidate to submit to a background clearance, which will include a criminal history, credit and FBI fingerprint check as a condition of employment and may be subject to periodic updates. The selected candidate will be hired provisionally pending the successful completion of the required background check and favorable employment suitability determination.
- Appointment will be made conditional to an acceptable background investigation report.
- Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and judiciary employees are "at will."
- Employees are required to adhere to a Code of Conduct of Judicial Employees, which is available to candidates for review at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>
- Training opportunities available for career advancement.

- A successful completion of any testing is required prior to interview.
- Due to the volume of applications received, the court will only communicate with those applicants who will be tested and interviewed. Applicants selected for interview must travel at their own expense and relocation expenses will not be reimbursed.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which may occur without prior written or other notice.
- In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

#### **HOW TO APPLY:**

Consideration will only be given to those who apply online through the court's online application tracking system and provide the required application documents by no later than November 30, 2018.

To apply, visit the Employment Section (Court Info) of the Western District of Pennsylvania website at: <http://www.pawd.uscourts.gov/employment>. Applicants will receive an email confirmation upon receipt. Incomplete applications will not be considered. Qualified applicants should submit:

- A cover letter stating the reason for your interest in the position.
- A resume, including complete employment, educational history, skills, and experience.
- A completed Application for Judicial Branch Federal Employment, AO78, which can be downloaded when accessing the online application tracking system or at <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>