



VACANCY ANNOUNCEMENT

UNITED STATES DISTRICT COURT WESTERN DISTRICT OF PENNSYLVANIA

Address: Joseph F. Weis Jr. Courthouse
700 Grant Street, Suite 3110
Pittsburgh, PA 15219

Website: www.pawd.uscourts.gov

Position: Case Administrator
Vacancy: 23-08
Duty Station: Pittsburgh, Pennsylvania
Starting Salary: CL 23/24/25 – \$38,598 - \$62,720
more than one position may be filled
Opening: August 4, 2023
Closing: Open until filled.

Overview

Our case administrators are the “face” of the court to much of the public and attorneys who practice in the court. Individuals join this staff position and train on the job. They maintain and process case information; manage the progression of civil and criminal cases from opening to final disposition; review court documents for conformity with federal and local rules; and prepare cases for closing by ensuring that all necessary court orders are entered and proceedings are completed accurately and on time. [Click here](#) to view a brief video about case administrators.

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 a 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.
- 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.

Qualification Requirements

- High school diploma or equivalent, two years of general experience to qualify for CL 23; high school diploma or equivalent, two years of general experience and a minimum of one year of specialized experience to qualify for CL 24/25.
- Possess the ability to type 35 WPM.
- Some lifting may be required.
- Ability to work independently with minimal supervision and to function effectively as part of a team.
- Strong organizational skills and the ability to function as a team player in a fast-paced, team-oriented office environment, and the ability to handle multiple assignments with frequent interruptions.
- Ability to communicate effectively (orally and in writing).
- Ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules, and procedures regarding jury administration.
- Ability to effectively meet and serve the public and possess tact, good judgment, initiative and neatness of appearance.
- Excellent computer skills and ability to work with a variety of programs and applications.
- Ability to manage multiple tasks and priorities and adhere to strict deadlines; accuracy and attention to detail required.
- Ability to maintain confidentiality and impartiality and consistently demonstrate sound ethics, good judgment, and a high level of professionalism.
- 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, but not limited to, 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 Qualifications/Court Preferred Skills

Additional qualifications, experience and skills preferred, but not required, include:

- A bachelor's degree in criminal justice, political science, business, or a related field and/or paralegal certificate;
- Experience in a federal or state court system or other business or legal field.

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. [Click here](#) for additional information. The Court offers Public Transit Subsidy in accordance with local policy and dependent upon availability of funding.

Telework

After six months of employment, successful training and meeting performance standards, employees may be eligible for telework opportunities as outlined in the Court's Telework Policy.

Background Investigation

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.

Applicant Information

Employees must adhere to a [Code of Conduct](#). The Court provides reasonable accommodations to applicants with disabilities. Veterans' preference is not a factor used in Judicial Branch appointments. Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are "at will" and may be terminated with or without cause. Employees are required to use electronic funds transfer for payroll deposit. 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

Apply only through the court's online application tracking system which is accessed at the Employment Section (Court Info) of the Western District of Pennsylvania website: [Click here](#). Please submit the following: a cover letter stating the reason for your interest in the position; a resume, including complete employment, educational history, skills, and experience; and a completed Application for Judicial Branch Federal Employment, AO78, which can be downloaded when applying or [Click here](#). Applicants will receive an email confirmation upon receipt. Incomplete applications will not be considered. Only candidates selected for testing and interview will be notified and must travel at their own expense. Relocation expenses will not be reimbursed.

District Overview

The District's jurisdiction encompasses the 25 western counties of Pennsylvania, with courthouses located in Erie, Johnstown and Pittsburgh. The District is comprised of United States District Judges, United States Senior District Judges, United States Magistrate Judges and approximately 165 employees.

The United States District Court, Western District of Pennsylvania, is an Equal Opportunity Employer and values diversity in the workplace.