



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF WISCONSIN
OFFICE OF THE CLERK**

Vacancy Announcement#: 18-03

Case Administrator

for U.S. District Judge Lynn Adelman

CL-26 – \$46,404 - \$75,454

[with promotional opportunity to CL-27 - \$50,975 - \$82,909]

Based on qualifications and experience

This position is part of the U.S. District Court Clerk's Office and will be assigned to the chambers of U.S. District Judge Lynn Adelman

**Position will be open until filled, with preference given to resumes received by:
March 6, 2018**

Representative Duties

Receive and review incoming documents to determine conformity with appropriate rules, practices, and/or court requirements.

Answer routine inquiries regarding case status and provide assistance to the public as authorized, maintaining the confidentiality of sensitive matters.

Schedule and maintain court calendar. Attend court sessions as may be required. Manage courtroom, including assuring presence of all necessary participants and organizing exhibits. Take notes of proceedings; prepare electronic minutes and court orders.

Perform case management duties to ensure the accuracy, timeliness, and quality of all documents and proceedings in the court's automated electronic filing system (CM/ECF). Perform quality assurance checks on electronically filed documents.

Act as liaison between the clerk's office, attorneys, the public, and the judge to ensure that cases proceed smoothly and efficiently.

Perform electronic filing of documents, notices, minutes, decisions, and orders and judgments in CM/ECF.

Minimum Qualification Requirements

Requires a minimum of three (3) years of experience in progressively responsible administrative, technical or professional positions, preferably in a court or legal setting. Education may substitute for experience up to two (2) years. Proficiency with Microsoft Office – Word, Excel, and PowerPoint; and Adobe Acrobat. Ability to organize and maintain electronic files in a web-based environment. The successful candidate must be a team player and able to work well in a fast-paced environment, while consistently maintaining attention to detail in all areas of responsibility, including the editing and proofreading of documents for errors in

abbreviations, citations, formatting, grammar, punctuation, and spelling. Knowledge of court rules, policies, and procedures. Ability to maintain confidentiality and work with a variety of individuals and agencies. Skill in administrative matters—scheduling, file maintenance, record keeping, and reporting. Preferred skills include experience with CM/ECF, the electronic case filing system used in federal courts; knowledge of courtroom or legal administrative procedures associated with litigation pending in the federal courts; and ability to adjust to irregular work hours as necessary to accommodate court schedules. Bachelor's degree preferred.

Position will remain open until filled. Applications received by March 6, 2018 will be given priority. Only candidates selected for an interview will be contacted. To apply, submit a PDF including cover letter, resume, and Form AO 78, Application for Judicial Branch Employment** to: employment@wied.uscourts.gov

**Form AO 78 is available on www.wied.uscourts.gov/employment

EQUAL OPPORTUNITY EMPLOYER