



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF WISCONSIN
OFFICE OF THE CLERK
GREEN BAY DIVISION**

Vacancy Announcement#: 22-03

Case Administrator

CL-25 - \$43,767 - \$71,167

***Starting salary usually in the low to middle portion of the range, based on qualifications and experience**

Future promotional opportunity to CL-26 without further competition

Position open until filled

This position is located in the Green Bay Clerk's Office of the U.S. District Court. Case Administrators perform a variety of duties and are responsible for maintaining the official case record and processing case information in accordance with approved internal controls, procedures, and rules. They manage the progression of cases from opening to final disposition, including preparing court notices, scheduling and clerking court hearings, monitoring the completion of required procedural steps, and preparing case documents for appeal.

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 attend court proceedings. Manage courtroom, including assuring presence of all necessary participants and organizing exhibits. Take notes of proceedings; prepare electronic minutes.

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. Compile accurate statistical reports.

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 initiating documents, notices, minutes, decisions, and orders and judgments in CM/ECF.

Provide relief for other case administrators, intake clerks, and cashiers as needed.

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 applications. Advanced skill in written and oral communications, including the writing, editing, and proofreading of documents. Knowledge of court rules, policies, and procedures.

Ability to maintain confidentiality and work with a variety of individuals and agencies. Skill in administrative matters--file maintenance, record keeping, and reporting. Bachelor's degree preferred.

Information for Applicant

Email single PDF containing cover letter, resume, and completed AO 78 Application for Judicial Employment [available on the court's website at www.wied.uscourts.gov/employment] to Human Resources: employment@wied.uscourts.gov. Please use "Case Administrator GB" as your subject.

Applications will be accepted until the position is filled. Interviews will be scheduled as applications are reviewed. Due to the volume of applications usually received, receipt of individual applications will not be acknowledged. Only those candidates selected for an interview will be contacted.

- Applicants must be U.S. citizen or eligible to work in the United States.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.
- The selected candidate will be subject to a background check as a condition of employment.

Employee Benefits

Employees of the United States District Court are "at will" employees and ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Thirteen (13) days of paid vacation per year for the first three years of employment. Up to 26 days per year thereafter.
- Participation in a retirement program.
- Participation in the federal health insurance program of your choice; vision and dental insurance options.
- Participation in a group life insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of eleven (11) paid holidays per year.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.