



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

Vacancy Announcement#: 16-05

Case Administrator

CL-25 - \$40,554 - \$65,914

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.

Record court proceedings. Attend court sessions. 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 Word. 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.

Federal benefits package. Applicant must be a U.S. citizen or eligible to work in the United States. Resumes must be received by April 29, 2016. Only candidates selected for an interview will be contacted. Submit cover letter and resume to: employment@wied.uscourts.gov

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