



# UNITED STATES DISTRICT COURT DISTRICT OF ALASKA

## CASE ADMINISTRATOR II

<b>Announcement Number</b>	USDC 25-02
<b>Announcement date</b>	March 21, 2025
<b>Terms of Employment</b>	Full-Time, Temporary (1 year and 1 day with possible extension) <i>(Under this vacancy, the Case Administrator position is a temporary full-time position with an employment period of one year and one day. Temporary positions may be extended up to three years; or converted to permanent status without further competition – subject to need and available funding)</i>
<b>Closing Date</b>	Open until filled (preference given to applications received by April 11)
<b>Salary Range</b>	CL 25/\$55,280 to \$89,826 (salary commensurate with experience plus 1.49% COLA)
<b>Location</b>	Fairbanks, Alaska

**POSITION OVERVIEW** - Case administrators perform various functions and are responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition, consistent with approved internal controls, procedures, and rules. Case Administrators II are fully proficient at managing the progression of cases from opening to final disposition. They perform docketing, noticing, managing the progression of cases, maintaining official case records, monitoring the completion of required procedural steps, preparing case documents for appeal, reviewing filed documents to determine conformity and taking appropriate action, ensuring that all orders and automated entries are appropriately and accurately docketed, and making summary entries on the docket of all documents and proceedings.

### REPRESENTATIVE DUTIES

- Open and process new appeals and appeal related documents. Process opinions and close appeals. Make summary entries on all documents and proceedings.
- Check for prior or prohibited filing. Verify attorney's authority to practice.
- Inform customers of required fees, receive payments, and issue receipts. Secure funds in cash register. Balance cash drawer at the end of the day. Process credit card payments for filed documents.
- Create and process new case files. Docket initial events. Retrieve files and make copies of records for court personnel, attorneys or others. Certify court documents and ensure data quality.
- Prepare, ship, and retrieve records from the appropriate Federal Records Center. Scan, copy, file, pick-up, sort and process mail. Process e-mail received from electronic filers. Maintain the mail meter and meter log. Receive and stamp incoming document. Maintain court files.
- Assist the public with electronic filing. Answer calls assisting attorneys and pro se litigants with filing questions and case status.

- Audit quality assurance of civil, criminal, and miscellaneous cases and issue civil summons when appropriate.
- Perform electronic court recording of court proceedings. Set-up and troubleshoot the electronic evidence presentation systems, and assisting with the orderly flow of proceedings.
- May provide assistance to the jury department, as needed.
- Other duties as assigned.

## MINIMUM QUALIFICATIONS

The successful applicant must be a high school graduate or equivalent, with a minimum of two years of specialized experience. Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. 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 human resources/payroll operations.

## BENEFITS

The U.S. District Court falls within the Judicial Branch of the U.S. Government. The U.S. District Court requires employees to adhere to the [Code of Conduct for Judicial Employees](#). Judiciary employees serve under the “Excepted Appointment” and are considered “At-Will” employees. As such, employment may be terminated by either the employer or the employee with or without cause. Benefits include participation in the Federal Employees’ Retirement System which contributes to the Social Security Retirement Program, Federal Employees’ Health Benefits, Federal Employees’ Group Life Insurance, Thrifts Savings Plan (similar to a 401(k) plan with employer matching contributions), paid holidays and annual/sick leave accrual. An overview of Federal Judiciary benefits is accessible at: <http://www.uscourts.gov/careers/benefits>.

## HOW TO APPLY -

Qualified candidates must submit ALL of the following documents in ONE format:

- 1) A cover letter detailing how your qualifications meet the job requirements;
- 2) A current resume;
- 3) A list of three professional references who can be contacted; and
- 4) [Application for Judicial Branch Federal Employment, form AO 78](#).

Attachments should be submitted as Microsoft Word or Adobe Acrobat .pdf documents to [HR@akd.uscourts.gov](mailto:HR@akd.uscourts.gov).

*This position is subject to mandatory electronic direct deposit of salary payments. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal or an offer of employment, or dismissal after being employed. **The United States District Court is an Equal Opportunity Employer***