



# UNITED STATES DISTRICT COURT DISTRICT OF ALASKA

## CASE ADMINISTRATOR I

<b>Announcement Number</b>	USDC 25-01
<b>Announcement date</b>	March 11, 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 24/\$50,044 to \$81,334 (salary commensurate with experience plus 1.49% COLA)
<b>Location</b>	Anchorage, 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 serve as records and reproduction clerks and/or case initiation clerks. They receive and review incoming court documents for conformity with federal and local rules, and perform customer service and cashier duties for the purpose of providing procedural information and collecting court fees. Employees at this level may also prepare cases for closing by ensuring that all necessary orders are entered and proceedings are completed accurately.

### REPRESENTATIVE DUTIES

- 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. Create and process new case files. May assign case numbers to judges and/or magistrate judges. Open cases in electronic case management system. Docket initial opening events.
- Check for prior or prohibited filing. Verify attorney's authority to practice. Monitor for sealed exhibits and documents. Verify and issue summonses.
- 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.
- Operate a variety of copying and records equipment. Answer and route incoming calls. Prepare case files for tracking records. Assist the public in use of computerized databases. Provide basic information to public, bar, and the court. 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 Clerk of Court with any administrative tasks including copying, sorting, distributing, and typing documents.
- Other duties as assigned.

## MINIMUM QUALIFICATIONS

The successful applicant must be a high school graduate or equivalent, with a minimum of one year 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***