



UNITED STATES DISTRICT COURT DISTRICT OF ALASKA

CASE ADMINISTRATOR

Announcement Number	USDC 21-01
Announcement date	April 20, 2021
Closing Date	Open until filled, with preference given to applications received by May 10
Salary Range	CL 25 /up to \$77,681 (salary commensurate with experience plus 2.86% COLA)
Location	Juneau, Alaska

POSITION OVERVIEW - The United States District Court for the District of Alaska is seeking qualified applicants for the position of a Case Administrator position in Juneau, Alaska. The Case Administrator monitors the progression of civil and criminal cases and related proceedings. They receive and review incoming court documents with conformity with federal and local rules, and perform customer service and cashier duties for the purpose of providing procedural information and collection court fees.

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.
- 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 and pick-up, and sort mail. Process e-mail received by electronic filers. 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.

QUALIFICATIONS

The successful applicant must be a high school graduate or equivalent, with a minimum of two years of specialized experience to include progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of

specialized terminology, and the demonstrated ability to apply a body of rules, regulations, directives or laws.

PREFERRED QUALIFICATIONS

- Prior electronic court recording experience is preferred;
- Minimum two years of specialized experience. Specialized experience includes progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which is demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry and report generation

BENEFITS

The U.S. District Court falls within the Judicial Branch of the U.S. Government. 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.

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