



UNITED STATES DISTRICT COURT District of New Mexico

Honorable William P. Johnson, Chief Judge
Mitchell R. Elfers, Clerk of Court

Office of the Clerk

333 Lomas Blvd. NW, Suite 270, Albuquerque, NM 87102

Telephone: 505-348-2000

NOTICE OF JOB OPPORTUNITY

Vacancy Announcement #: 19-LC/OPS-3

ANNOUNCEMENT DATE:	May 23, 2019
CLOSING DATE:	June 7, 2019
POSITION:	Temporary Case Administrator * <i>*Contingent upon annual supplemental funding</i>
STARTING LEVEL/SALARY:	CL 25/Step 1 to CL 25/Step 61 \$41,140 to \$66,888 Annual (Depending on Qualifications)
LOCATION:	Las Cruces, New Mexico

POSITION OVERVIEW

The Case Administrator is qualified to perform a variety of duties for the court from case opening to final disposition – i.e., receive and process new cases; maintain the official case events summary on the docket; sort, classify and file case records; assist with jury duties; and perform as occasional relief for the district and magistrate judge courtroom deputies. The Case Administrator is fully proficient in management and maintenance of the official case records. This position reports to a Case Management Supervisor.

This position is temporary, contingent upon annual supplemental funding, with the potential to become permanent should the funding become permanent. Initial temporary appointment through September 30, 2020.

DUTIES AND RESPONSIBILITIES

INTAKE

- ◆ Receive and review incoming documents to determine conformity with rules, practices and court filing requirements. Scan documents for e-submission to the record.
- ◆ Determine fees required, receive payments and issue receipts. Secure funds in cash register and balance cash drawer at the end of the day. Process credit card payments for filed documents.

- ◆ Prepare and process new case filings, verify and issue summonses, verify attorneys' authority to practice before the court, and process mail and e-mail from electronic filers.

RECORDS

- ◆ Prepare, ship and retrieve records from the appropriate Federal Records Center. Maintain integrity of the filing system by monitoring proper access to records and timely and accurate filing of documents. Retrieve files and make copies as needed. Certify court documents. Maintain physical court files.

DOCKET MANAGEMENT

- ◆ Manage the progression of cases, maintain official case records, monitor the completion of required procedural steps, perform attorney maintenance and administration, and answer and route incoming calls. Scan and e-submit manually filed documents. Review filed documents for accuracy and conformity, and take appropriate action.

COURTROOM SERVICES SUPPORT

- ◆ Act as liaison between the judge and counsel; prepare statistical summaries for the judge on the status of cases; call the court calendar, prepare the courtroom for proceedings and ensure all records are available; conduct arraignments of defendants in criminal cases; note appearance of counsel; administer oaths to witnesses and others; file or return exhibits as appropriate.
- ◆ Record any action taken by the judge during in-court proceedings, including operation of the electronic recording equipment.

JURY

- ◆ Assist in jury related activities, including the preparation, distribution and processing of documentation and questionnaires. Provide support during juror orientation and selection, and assist in setup of jury room. Aid in the processing and routing of juror related documents generated during and after trial.

MISCELLANEOUS

- ◆ Provide basic information to the public, the bar and the court. Assist the public in the use of computerized databases.
- ◆ Perform other duties as assigned.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

To qualify for a CL25, must have one year of specialized experience at a CL24.

Specialized Experience

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 offices, banking firms, educational institutions, etc.

Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

COURT PREFERRED EXPERIENCE/QUALIFICATIONS

Education above the high school level from an accredited institution may be considered and is preferred. Strong organizational skills and court or legal experience preferred. Knowledge of electronic case management software (CM/ECF) preferred.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

COURT OPERATIONS

- ◆ Ability to apply the court's policies, procedures, practices, and guidelines related to how cases proceed through the court system; the purpose and format of legal documents; how to process, issue and certify documents; and legal terminology. Ability to acquire knowledge in making docket entries and checking for prohibited filings and unpaid fees on prior filings. Ability to verify attorney admission and understand court calendars and dockets.

INFORMATION TECHNOLOGY AND AUTOMATION

- ◆ Skill in the use of personal computers as well as standard office equipment, such as copy machines, fax machines and typewriters. Knowledge of requisite court computer programs and automated case management systems and equipment to perform case administration. Knowledge of or skill in using a cash register.

JUDGMENT AND ETHICS

- ◆ Ability to consistently demonstrate sound ethics and judgment and maintain court confidentiality requirements.

WRITTEN AND ORAL COMMUNICATION

- ◆ Good skill in communicating and working with judges, counsel and others in scheduling events and managing courtroom logistics. Ability to communicate effectively (orally and in writing) to individuals and groups to provide information. Ability to communicate with parties and answer procedural questions without providing legal advice. Excellent customer service skills.

CONDITIONS OF EMPLOYMENT

- ◆ Employees must be United States Citizens or eligible to work in the United States.
- ◆ Employees of the United States District Court are Excepted Service appointments; Excepted Service appointments are "at will" and can be terminated with or without cause by the court.

- ◆ Employees are required to adhere to a Code of Ethics and Conduct.
- ◆ Selectees are subject to an FBI fingerprint check or investigation and may be subject to periodic updates. An individual may be hired provisionally pending successful completion of the necessary records checks.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ This position is subject to EFT (direct deposit of salary earnings).

BENEFITS

A generous benefits package is available to full-time excepted employees, including

- ◆ A minimum of 10 paid holidays
- ◆ Paid annual leave in the amount of 13 – 26 days per year, depending on length of service
- ◆ Paid sick leave in the amount of 13 days per year
- ◆ Optional participation in Federal Employees Health Benefits plans, including dental and vision insurance; Federal Employees Group Life Insurance; Flexible Benefits Program; Long-Term Care Insurance
- ◆ Retirement benefits (FERS)
- ◆ Thrift Savings Plan (TSP)
- ◆ Credit for prior government service

APPLICATION INFORMATION

Qualified applicants must submit a **cover letter, résumé with three references** and an **AO-78 *** (*Federal Judicial Branch Application for Employment*) by email to usdcjobs@nmd.uscourts.gov.

*The AO-78 can be downloaded at <http://www.nmd.uscourts.gov/employment>.

PLEASE INCLUDE “TEMPORARY CASE ADMINISTRATOR - LC” IN THE SUBJECT LINE

Applications **must** be submitted in **ONE PDF** document.

Applications must be received by the deadline. Illegible or incomplete applications may result in loss of consideration for the position. Zip files will not be accepted. Documents that cannot be downloaded by the court cannot be considered.

Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted and must travel at their own expense. The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may select a candidate from the original qualified applicant pool.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER