

UNITED STATES DISTRICT COURT
Middle District of Georgia
www.gamd.uscourts.gov

VACANCY ANNOUNCEMENT

Position:	CASE ADMINISTRATOR
No. of Vacancies:	1 (Full-Time Permanent)
Location:	Columbus, Georgia
Opening Date:	February 6, 2017
Closing Date:	March 8, 2017, or until position is filled with preference given to those resumes received by March 8, 2017
Salary:	CL 24 - CL 25 (\$36,026 - \$64,718) <i>Based Upon Qualifications and Experience</i>

Description of Duties:

The duties of a case administrator include: open cases in CM/ECF; create and process new cases files; docket initial opening events; sort, classify, and file case records; maintain timely and accurate filing of documents; certify court documents and ensure data quality; make summary entries on all documents and proceedings; perform quality control; review filed documents to determine conformity, take appropriate action and follow up with rules, practices, and filing requirements; prepare correspondence regarding file inquiries, docket sheets, and other file information; inform customers of required fees; receive payments and issue receipts; make copies of records for court personnel, attorneys, and others; answer and route incoming calls; other duties as assigned or required to ensure the smooth and efficient operation of the Court. Occasional travel may be required.

Qualification Requirements:

Skill in the use of automated systems is essential. Ability to communicate information accurately and in a timely manner to individuals within and outside the court. Attention to detail and the ability to meet deadlines. Exceptional customer service skills are preferred. Experience in a court, law firm, or related legal environment is required. Previous experience in the Federal Judiciary with case management is highly desirable.

Applicants must at a minimum have a high school diploma or equivalent. A bachelor's or associate's degree is preferred.

How to Apply:

Qualified applicants must submit the following: (1) a cover letter; (2) a resume that details years of experience, including names and addresses of employers, dates of employment, functions managed, number and composition of personnel supervised, and salary history; (3) an Application for Judicial Branch Federal Employment (Form AO78 which is available at <http://www.uscourts.gov/forms/AO078.pdf>); and (4) a list of at least three professional references, with current contact information.

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How to Apply (Cont'd):

Application materials may be submitted electronically to jobs@gamd.uscourts.gov or mailed in an envelope **MARKED CONFIDENTIAL to:**

Human Resources Service Specialist
United States District Court
P. O. Box 128
Macon, Georgia 31202

Notice to Applicants: The United States District Court is an **Equal Opportunity Employer**. Employees of the United States District Court are required to adhere to a Code of Conduct, copies of which are available upon request. The United States District Court is part of the Judicial Branch of the United States Government. Employees of the United States District Court are considered AT WILL employees. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The court will not pay for any interview or relocation expenses. Applicants must be United States Citizens or eligible to work in the United States. All employees of the United States District Court are required to undergo a background check.

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****BENEFITS****

All permanent and temporary indefinite employees of the Clerk's Office are afforded the following benefits:

LEAVE AND HOLIDAYS:

- 10 paid holidays
- 13 paid vacation days for less than 3 years of service
- 20 paid vacation days for 3 or more years of service but less than 15 years
- 26 paid vacation days for 15 or more years of service

SALARY INCREASES:

Employees have excellent opportunities for salary increases, based upon performance.

COMMUTER REIMBURSEMENT BENEFIT: OPTIONAL

Employees may enroll to set aside money from their gross salary (before taxes are withheld) for eligible expenses incurred when commuting to work. Eligible expenses include parking.

HEALTH BENEFITS:

Employees may participate in any one of the several health insurance programs offered. The government pays a portion of the premium for health insurance.

DENTAL/VISION INSURANCE: OPTIONAL

Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee; however, the premium is deducted on a pre-tax basis.

Eligibility For LONG TERM DISABILITY PLAN

LIFE INSURANCE: OPTIONAL

Employees may participate in the Federal Employee's Group Life Insurance (FEGLI) program. The government pays one third of the cost of the basic life insurance premium.

FLEXIBLE BENEFITS: OPTIONAL

Employees may participate in the Federal Judiciary Flexible Benefits Program which includes a Premium Payment Plan which offers employees the choice of having health benefits deducted from their pay either before taxes or after taxes and a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.

LONG-TERM CARE INSURANCE: OPTIONAL

Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefits. Spouses, parents, parents-in-law, grandparents and grandparents-in-law are also eligible.

RETIREMENT:

Employees participate in the Federal Employees Retirement System (FERS).

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THRIFT SAVINGS PLAN: OPTIONAL

The Thrift Savings Plan (TSP) is a retirement savings and investment plan for Federal employees. The TSP allows employees to make voluntary tax-deferred contributions through payroll deductions. Eligible employees' contributions are matched dollar for dollar for the first three percent and fifty cents on the dollar for the next two percent each pay period. As a TSP participant, you can invest any portion of your account in the six investment funds.