

UNITED STATES DISTRICT COURT  
Middle District of Georgia  
[www.gamd.uscourts.gov](http://www.gamd.uscourts.gov)

Position:	Case Administrator
Vacancy No:	2022-05
No. of Vacancies:	1 (Full-Time Permanent)
Location:	Valdosta, Georgia
Opening Date:	July 22, 2022
Closing Date:	August 19, 2022 no later than 5:00 PM EST, or until position is filled with preference given to applications received by 5:00 PM EST on by August 19, 2022
Salary:	CL 23/25 (\$35,788 - \$71,167) <i>Based upon qualifications and experience; promotion potential within the CL 23/25 range without further recruitment.</i>

**Description:**

The Clerk's Office of the United States District Court for the Middle District of Georgia, Valdosta Division, is accepting applications for a full-time, permanent Case Administrator. This position performs a variety of functions to support the Court and serve the public. Occasional travel may be required.

**Examples of Duties:**

The Case Administrator performs various duties and responsibilities which include, but are not limited to, the following:

- open cases in CM/ECF
- create and process new case 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 and 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
- assist in preparation and shipping of records to the appropriate Federal Records Center and retrieve records when needed
- summon and qualify jurors and assist with juror selection, orientation, attendance, payments, and

- jury wheel revision
- other duties as assigned or required to ensure the smooth and efficient operation of the Court

### **Typical Qualifications:**

Skill in the use of automated systems. Ability to communicate information accurately and in a timely manner to individuals inside and outside the court. Attention to detail and the ability to meet deadlines. Exceptional customer service skills.

### **Minimum Qualifications:**

The successful applicant must possess:

For a CL-23, High school diploma, or equivalent and two years of general experience\*

For a CL-24 to CL-25, one year of specialized experience\*\*

\*General experience is progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Education above high school may be substituted on the basis of one academic year being equal to one year of general 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.

### **Supplemental Information:**

#### **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 Excepted Service Appointments. Excepted Service Appointments are considered AT WILL employees and can be terminated at any time with or without cause. 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 new selectees are subject to a background check or investigation and subsequent favorable suitability determination. Selectees to high-sensitive positions are subject to updated background investigations every five years.

The United States District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time before the closing, any of which actions

may occur without any prior written or other notice.

**How to Apply:**

Qualified applicants should email a cover letter, resume and completed AO78 to [jobs@gamd.uscourts.gov](mailto:jobs@gamd.uscourts.gov)

Please attach the following with your application:

(1) an Application for Judicial Branch Federal Employment (Form AO78 which is available at <http://www.uscourts.gov/forms/AO078.pdf>)

**Employee Benefits:**

**The United States District Court is part of the Judicial Branch of the United States Government. Court employees are entitled to the same benefits as other federal employees. These benefits include:**

- 11 paid holidays per year;
- Paid annual leave in the amount of 13 days per year for the first three years of employment; 20 days after three years; and 26 days after fifteen years of federal service;
- Paid sick leave in the amount of 13 days per year;
- Mandatory participation in the Federal Employees Retirement Program and Social Security Retirement Program;
- Optional participation in the Thrift Savings Plan (TSP);
- Optional participation in the Federal Employees Health Benefits (FEHB), Federal Employee Group Life Insurance (FEGLI), Federal Employees Dental and Vision Plans (FEDVIP), and the Judiciary's Flexible Spending Programs.
- Optional participation in the Judiciary's Long Term Care Insurance Program.

For more information on benefits, see <http://uscourts.gov/careers/benefits>.