UNITED STATES DISTRICT COURT

CENTRAL DISTRICT OF ILLINOIS

CAREER OPPORTUNITY
IN THE FEDERAL JUDICIARY

Opens: Friday, February 22, 2013 Closes: Wednesday, March 6, 2013

Announcement Number:	**2013 - 01**
Position Title:	**Case Administrator**
Position Type:	**Full-time Permanent**
Position Location:	**Peoria, IL**
Starting Date:	**To be determined**
Classification Level:	**CL 24/25 ($34,356 - $61,709 per year)**

Starting salary will depend upon the education, background, and prior work experience of the applicant.

Introduction

Come join an exciting team of professionals. The United States District Court for the Central District of Illinois is accepting applications for the position of Case Administrator, reporting directly to the Divisional Manager. We are seeking a highly motivated individual to join our team. This position is perfect for a professional looking to grow with a great organization.

We are a federal trial court encompassing forty-six counties in the heart of Illinois, with courthouses in Peoria, Urbana, Springfield and Rock Island. This position is located in the district office in Peoria. Come discover a rewarding career.

Representative Duties

- Sort, classify and file case records and monitor proper access to records.
- Inform customers of required fees. Receive payments and issue receipts. Secure funds in cash register and balance cash drawer at the end of the day.
- Scan, copy, file, pick-up, sort and process mail.
- Answer and route incoming calls.
- Operate a variety of office equipment.
- Prepare case file and docket initial opening events.
- Receive and stamp incoming documents. Process e-mail received from electronic filers.
- Provide basic information to the public, bar and court.

Qualifications

- High school graduation or equivalent, and

- A minimum of one year of specialized clerical or administrative experience commonly encountered in law firms, legal offices, financial institutions, educational facilities, social service organizations, insurance companies, real estate and title offices and corporate headquarters or human resources/payroll operations.

The successful candidate will also possess:

- Excellent organizational skills and experience in handling multiple workload demands.
- Accuracy and attention to detail.
- Ability to exercise sound independent judgement.
- Strong computer and analytical skills.
- Excellent customer service skills.
- Dependability with a strong work ethic.
- The ability to work harmoniously and communicate effectively with others, both orally and in writing.

Preferred Skills

- Court or legal background.
- Familiarity with civil and criminal procedures.
- Knowledge of CM/ECF (the federal judiciary's case management/electronic case filing system) or other electronic docketing systems.

Benefits

The United States District Court for the Central District of Illinois offers a pleasant, professional, and dynamic working environment. Court employees serve under Excepted Appointments and are not subject to the employment regulations of competitive civil service. Benefits include participation in the Federal Employees' Retirement System, health insurance, life insurance, supplemental dental and vision insurance, Flexible Benefit Program, Long Term Disability Insurance, Thrift Savings Plan, vacation, sick leave, and ten paid holidays.

Conditions of Employment

All application information is subject to verification. Appointment to this position is provisional, contingent upon a background check. Retention depends on a favorable suitability determination after the background investigation. Judiciary employees are required to adhere to the Code of Conduct for Judicial Employees. All applicants must be U.S. citizens or be eligible to work in the United States.

All appointments are subject to mandatory direct deposit of payroll checks.

How to Apply

Qualified candidates are invited to submit a cover letter, comprehensive resume of education and employment, and an Application for Judicial Branch Employment (AO 78) available on-line at *www.ilcd.uscourts.gov/Employment section*. All materials should be sent in an envelope marked "Confidential" to:

Jo Ellen Rankin
Human Resources Specialist
U.S. District Court
Attn: Case Administrator, #2013-01
210 U.S. Courthouse
600 E. Monroe Street
Springfield, IL 62701

The completed application packet must be received by the close of business on Wednesday, March 6, 2013.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to fill the position earlier than the closing date. Any such actions may occur without prior written notice. Participation in the interview process will be at the applicant's own expense. The court will not pay for relocation expenses. Only those applicants selected for an interview will be contacted. More than one position may be filled from this vacancy announcement.

THE U. S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER