

United States District Court Central District of Illinois

Shig Yasunaga, Clerk of Court



Vacancy Announcement

Position Title:	Case Administrator
Announcement Number:	2024 - 05
Position Type:	Full time, excepted service
Location:	Springfield, IL
Starting Date:	To be determined
Classification Level:	CL 24/25
Salary Range:	\$43,414 - \$59,966

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

Opening Date: **Friday, March 22, 2024**

Closing Date: **Friday, April 12, 2024**

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, in Springfield, IL. We are seeking a highly motivated and energetic individual to join our team. This position is perfect for a professional looking to grow with a great organization. This is an excepted service federal position working in the clerk's office at the federal courthouse. This position is very fast paced with multiple duties and responsibilities.

Representative Duties:

- Sort, classify and file case records and monitor proper access to records. Perform quality control on attorney-docketed entries. Review filed documents to determine conformity and take appropriate action and follow up with rules, practices and filing requirements.
- Inform filers of required fees. Receive payments and issue receipts. Secure funds in cash register and balance cash drawer at the end of the day. Process credit card payments.
- Scan, copy, file, pick-up, sort and process incoming mail.

- Answer and route incoming calls. Operate a variety office equipment. Assist the public in the use of computerized databases. Provide basic case information to the public, bar and the court.
- Prepare case files and docket initial opening of events.
- Receive and stamp incoming documents. Process emails from electronic filers.
- May assist and provide support for jurors during trials.
- May assist with naturalization ceremonies.
- Will provide back-up courtroom deputy duties and other duties as assigned.

Qualifications:

- A minimum high school graduation or equivalent and one year of specialized experience equivalent to work performed at the CL 23 grade level. 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.

Education above the high school level may not be substituted for specialized experience because administrative court support positions require hands-on experience to be credited as specialized experience.

Preferred Skills:

- Ability to handle multiple workload demands.
- Knowledge of legal terminology.
- Ability to communicate effectively with internal and external customers.
- Ability to work in a fast-paced team environment with constant distractions; must be able to follow procedures and pay close attention to details.

Benefits:

Federal benefits include paid vacation and sick leave, 11 paid federal holidays per year, participation in the Federal Employees Retirement System (FERS) and Thrift Savings Plan (TSP). Optional health, dental, vision, and life insurance, and health care reimbursement account and dependent care reimbursement account.

How to Apply:

Qualified candidates are invited to submit a cover letter, a resume, and an *Application for Judicial Branch Federal Employment* (AO 78), available at www.ilcd.uscourts.gov/employment). Please include all 3 items in your application packet.

Application packets should be emailed in one pdf attachment to joellen_rankin@ilcd.uscourts.gov and to keely_sprague@ilcd.uscourts.gov by the close of business on April 12, 2024.

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. More than one position may be filled from this announcement. 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 applicants selected for an interview will be contacted. Promotion potential will be considered without further

competition. As a condition of employment, the selected candidate must successfully complete a background investigation, and subsequent favorable suitability determination, and every five years thereafter will be subject to a re-investigation. Judiciary employees are required to adhere to the *Code of Conduct for Judicial Employees*. Applicants must be citizens of the United States or be eligible to work in the United States. Direct deposit of salary payments is mandatory.

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