

UNITED STATES DISTRICT COURT
Southern District of Indiana Evansville Division

CASE ADMINISTRATOR/COURTROOM DEPUTY

Salary: CL 25-26 - \$38,334-\$52,775
depending on qualifications and experience
CLOSING DATE: January 9, 2015

The United States District Court is accepting applications for a combination Case Administrator and Courtroom Deputy in the Clerk's Office of the Evansville Divisional Office. This position reports to the Deputy in Charge and is responsible for maintaining the official case events summary on the docket from opening until final disposition, as well as performing courtroom functions and managing the assigned caseload from the judge. Applicants should have excellent administrative and organizational skills with the ability to effectively communicate both verbally and in writing. Exemplary customer service skills, a friendly, helpful, and professional demeanor and the ability to work as part of a team are imperative. Successful candidates will be highly motivated and exhibit excellent attention to detail.

The CA/CRD is responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition. The incumbent also performs courtroom functions such as electronic court recording operator (ECRO) duties and coordinating hearings, in accordance with approved internal controls, procedures, and rules, in addition to managing the assigned caseload from the judge. The case administration functions include docketing, noticing, managing the progression of cases, maintaining official case records, monitoring the completion of required procedural steps, preparing case documents for appeal, reviewing filed documents to determine conformity while taking necessary action, ensuring that all orders and automated entries are appropriately and accurately docketed, and making summary entries on the docket of all documents and proceedings. The CRD responsibilities include attending and logging court proceedings, processing orders, recording proceedings and assisting with calendaring.

QUALIFICATIONS: For CL 25 a minimum of two years of specialized experience in a progressively responsible administrative, case management and/or database role, preferably in the legal field. **Prefer** a minimum of two years of specialized legal experience in a case management and electronic case filing environment, with knowledge of local court rules, practices, procedures and forms and Federal Rules of Appellate Procedure. Dependability with a commitment to regular attendance and punctuality is a highly regarded characteristic. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, and foster high ethical standards. Applicant must be capable of generating a high volume of statistical and quality control data with a significant degree of self-reliance. A successful candidate must be familiar with legal terminology and have the ability to apply a body of rules, regulations, directives, or laws.

APPLICATION INSTRUCTIONS: Complete instructions and a description of benefits may be found on the Court's website www.insd.uscourts.gov under Employment Opportunities. In order to be considered for this position, candidates must submit the entire application package in the manner prescribed by the instructions.

The Court is an Equal Opportunity Employer. Applicants are subject to a complete FBI background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The United States District Court is a smoke-free environment.