

HOW TO APPLY FOR THE CASE ADMINISTRATOR POSITION

Qualified applicants must submit a cover letter indicating why they are interested in the position, a résumé, college transcripts (if applicable), a completed application form AO 78 (see fillable form below), and three references with telephone contact information.

All of the above items should be emailed to HRsubmit@insd.uscourts.gov **no later than Monday, March 31, 2014. Special consideration may be given to those who apply early. Faxed and mailed résumés will not be accepted.**

[Judicial Application Form AO 78](#)

The above form is in PDF format and can be viewed or printed using Adobe's Acrobat® Reader, which is available free by [clicking here](#). To save the file to your local machine, right click on the link, then click on "Save link as."

BENEFITS

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the available benefits are:

- Participation in the federal health, dental and vision programs of your choice
- Participation in the Federal Employees Retirement System (FERS), including the Thrift Savings Plan – similar to a 401(k)
- Participation in a group life insurance program
- Participation in a group long-term disability insurance program.
- Participation in a long-term care insurance program
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis
- Credit for prior government service
- Paid annual and sick leave and ten paid holidays per year