

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 a separate list of three references with telephone contact information.

All of the above items should be emailed to HRsubmit@insd.uscourts.gov no later than 5:00 pm, Friday, October 10, 2014. The subject line should note the applicant's name and contain the words Case Administrator. Special consideration may be given to those who apply early. Neither faxed nor mailed résumés will be accepted, nor automatic Career Builder replies. In order to be considered for this position, candidates must submit the entire application package in the manner prescribed by the instructions. Failure to do so will invalidate the application without further acknowledgement from the Court.

[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