

**UNITED STATES DISTRICT COURT**  
Southern District of Indiana – Indianapolis Division  
Vacancy Announcement 23-23

**Position Title:**            **Case Administrator**

Terms of Employment:    Full-time, Excepted Service

Classification Level:      CL 25  
Depending on qualifications and experience

Salary Range:              \$46,102 - \$74,953

Position Location:        Office of the Clerk  
United States District Court  
46 East Ohio Street  
Indianapolis, Indiana

Closing Date:              1:00 p.m. December 15, 2023, or until filled  
Candidates whose applications are received as of 1:00 ET  
December 15, 2023, will be prioritized for consideration.  
Applications received after this deadline may be  
considered only if position remains unfilled.

The United States District Court for the Southern District of Indiana is accepting applications for a full-time Case Administrator. This position reports to the Operations Managers.

**REPRESENTATIVE DUTIES:**

- Make summary entries of all documents and proceedings on the docket.
- Receive and review incoming documents, both electronic and on paper, to determine accuracy, conformity with appropriate local and/or federal rules, practices and/or court requirements. Perform edits and/or corrections, and/or contact filers to request corrections, as directed.
- Interact professionally and cordially with judges, attorneys, litigants and the public.
- Provide accurate information regarding case status and court procedures to a wide variety of people inside and outside of the court.
- Operate a variety of copying, scanning, and records equipment.
- Sort, classify, and file case records. Maintain integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents.
- Perform data quality control and ensure accuracy of statistical data.
- Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

To qualify for this position the applicant must be a high school graduate or equivalent, and demonstrate progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

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.

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 maintain 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.

Applicants must be detail-oriented, possess excellent problem-solving skills and have the ability to work with multiple software applications in a fast-paced environment. Exemplary customer service skills, a friendly, helpful, and professional demeanor, and the ability to work independently and to collaborate effectively as part of an operational team are imperative. Applicants should have excellent administrative and organizational skills with the ability to effectively and professionally communicate both verbally and in writing.

### **PREFERRED QUALIFICATIONS:**

- Knowledge of NextGen ECF.
- Knowledge of federal and local rules, legal terminology, and legal documents.
- Willingness to adapt to and learn new communication technologies.
- Willingness to adjust work hours to meet court schedules.

### **APPLICATION INSTRUCTIONS:**

Submit an application packet that includes:

- A letter of interest describing your knowledge, skills, and abilities as they relate to the duties of this position;
- Résumé;
- [AO 78 Application for Judicial Branch Federal Employment \(Linked here\)](#); and
- The names, addresses, and telephone numbers of three professional references.

Application packets should be sent via email as **one single** text-searchable PDF document to: [HRsubmit@insd.uscourts.gov](mailto:HRsubmit@insd.uscourts.gov) **no later than 1:00 pm eastern time, Friday, December 15, 2023**. The subject line should note the applicant's name and contain the words Case Administrator.

## **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. Part-time employees' benefits may be pro-rated based on coverage and/or cost-sharing of premium. Some of the available benefits are:

- Option for a flexible work schedule, including part-time telework
- Participation in the federal health, dental and vision programs of the employee's 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 applicable paid holidays per year pro-rated for part time employment

Applicants must be United States citizens or eligible to work in the United States (*i.e.* permanent resident. Permanent residents must be willing to apply for United States citizenship within two years of hire). Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the United States District Court for the Southern District of Indiana. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written or other notice. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

*The Court is an Equal Opportunity Employer. This job is classified as a high-sensitive position due to fiduciary responsibilities. The selected candidate must successfully complete a ten year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one. 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. Please note that federal judicial employees are governed by certain ethical guidelines that prohibit engaging in any political activities, whether partisan or nonpartisan.*