



## UNITED STATES DISTRICT COURT

Southern District Of California

San Diego, California

Phone: (619) 557-2959 Fax: (619) 702-9911

[www.casd.uscourts.gov](http://www.casd.uscourts.gov)

**POSITION:**

**Case Administrator**

**SALARY:**

**CL 24/25 (\$42,863 - \$59,210 DOE)**

Promotion to CL 25 Case Administrator without further competition

**CLOSING DATE:**

**July 3, 2020, or until filled**

**LOCATION:**

**San Diego, California**

**VACANCY NO.:**

**20-15**

**INTRODUCTION:** The United States District Court for the Southern District of California is accepting applications for the position of Case Administrator. As part of the Operations section, Case Administrator I staff serve as case initiation clerks and records and reproduction clerks. They receive and review incoming court documents for conformity with federal and local rules, and perform customer service duties for the purpose of providing procedural information. Employees may also prepare cases for closing by ensuring that all necessary orders are entered and proceedings are completed accurately.

### **REPRESENTATIVE DUTIES:**

- Accepts appropriate documents; checks for prior or prohibited filings; informs customers of required fees; answer and route incoming calls; answers inquires on procedures and case status, and other general information to the public, bar and the court; sorts, classifies and files case records; assists the public in the use of computerized databases; provides information to the public without providing legal advice; ensures data quality.
- Assigns case numbers to Judges and/or Magistrate Judges. Opens cases in case management system upon receipt of initiating documents, such as complaints or petitions; verifies and issues summons; verifies attorney's authority to practice. Makes summary entries on the docket of all civil case opening documents and other documents, including, but not limited to motions to proceed in forma pauperis, notices of related case, summonses, and requests for appointment of counsel.
- Maintains integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents. Retrieves files and makes copies of records for court personnel, attorneys and others. Certifies court documents.
- Prepares and transmits to appropriate parties and/or chambers items and documents for review.
- Makes summary entries of all documents and proceedings on the docket. This includes, but is not limited to: pleadings, minutes, orders and judgments.
- Receives and reviews incoming documents to determine conformity with appropriate rules, practices and/or court requirements. Reviews documents for accuracy and notifies any interested parties of discrepancies.
- Files documents meeting requirements as needed. Manually distributes documents to individuals not served electronically by the system.
- Ensures that all automated entries are properly docketed and appropriately linked for proper case management.
- Prepares and routes discrepancy orders to judges or magistrate judges on pleadings in non-conformance of the federal or local rules.
- Enters all Speedy Trial Act data and related information into the database to ensure that all entries are in compliance with the requirements of the Speedy Trial Act.
- Other duties as assigned.

**QUALIFICATIONS:** To qualify for CL-24, the candidate must have a minimum of one year of specialized experience equivalent to work at CL-23. To qualify for CL-25, the candidate must have a minimum of one year of specialized experience equivalent to work at CL-24. To be placed above a step 1 at either CL level, an applicant must either possess job-related court-preferred skills or a total of three years of specialized experience equivalent to the lower CL level.

Specialized experience is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws, and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations. Prior experience in a legal environment and a four-year degree is preferred.

**SKILLS:** The Case Administrator must have strong verbal and written communication skills. The incumbent should be computer literate, and be able to type 40 words per minute.

**REQUIRED CLEARANCES:** Successful applicants will be required to submit to a background clearance which includes fingerprinting and a credit check.

**INCENTIVES/BENEFITS:** Benefits include 13-26 days of annual leave, 13 days of sick leave, 10 paid holidays per year, a flexible work schedule, immediate matching Thrift Savings Plan, pre-tax programs (health, dependent care and transportation), and insurance plans (i.e., health, life, disability, and long-term care), car-pooling options and a transportation subsidy.

**APPLICATION PROCESS:** Qualified candidates must submit a cover letter, resume, and AO 78 that includes their name, address, telephone number, country of citizenship, education, and work history. Please also provide a minimum of three references with contact information. All application materials can be submitted at [www.casd.uscourts.gov](http://www.casd.uscourts.gov).

**Preference will be given to applicants who submit application materials  
before 4:30pm, Friday, July 3, 2020.**

## DISCLOSURES

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. At the discretion of the Clerk of Court, more than one candidate may be selected from the applicants who respond to this announcement. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under "Excepted Appointments" and are considered "at will" employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

**Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided.**

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

If selected for first time appointment to a position, you may be required to complete an initial performance probationary period. Failure to successfully complete the probationary period may result in termination of employment.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**