

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF TEXAS**

**Position Title: Case Administrator**  
Announcement Number: 2016-21  
Location: Plano, Texas  
Grade Range: CL 24 – 26  
Salary Range: \$37,545 with promotion potential to \$74,205



U.S. District Court, EDTX  
Human Resources  
211 W. Ferguson Street  
Tyler, Texas 75702  
Opening Date: November 30, 2016  
Closing Date: December 14, 2016, or until filled

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**NOTICE OF VACANCY**

The United States District Court for the Eastern District of Texas is accepting applications for the position of **Case Administrator**. There are seven offices within the Eastern District of Texas: Beaumont, Lufkin, Marshall, Plano, Sherman, Texarkana and Tyler. Assignment of the position is the Plano office.

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**POSITION OVERVIEW & DUTIES:**

- Responsible for managing the progression of cases from opening to final disposition by maintaining official case records in the CM/ECF automated system, making summary entries on the case docket and ensuring that all imaged documents are properly linked.
- The duties of this position include intake, including receiving, reviewing and filing documents.
- Maintaining court files in compliance with federal and local rules and procedures.
- Docketing, noticing and maintaining official case records.
- Monitoring the completion of required procedural steps and performing the necessary quality assurance, noticing, administrative and clerical tasks.
- Informing interested parties when orders are docketed.
- Preparing case documents for appeal.
- Reviewing filed documents to determine accuracy and conformity and taking appropriate action as needed.
- Answering public inquiries regarding court procedures and case status and collects court fees.

**QUALIFICATIONS:**

Applicants must possess exceptional computer skills with a demand for accuracy and quality assurance. Familiarity with electronic case filing, especially the CM/ECF (Case Management/Electronic Case Filing) system, is desirable. The ability to consistently demonstrate sound ethics and judgment, to apply concepts to determine what action needs to be taken, excellent oral and written communication skills as frequent contact with a wide variety of individuals within and outside the Judiciary is required and good proofreading skill are essential. Applicants must be team players who are dependable, detail oriented and able to work in a multitasking, fast paced environment. Position encompasses a great deal of responsibility and requires a mature, self-motivated person with a professional attitude. Must possess strong organizational, analytical, problem-solving and customer service skills. Ability to make independent decisions to resolve problems, questions and court-related issues based on knowledge and experience. The applicant must possess a high school diploma or equivalent. A bachelor's degree from an accredited college or university and legal experience or a closely related field are preferred. In addition, applicant must have a minimum of two years general experience plus two years specialized experience involving the use of automation skills, the use of specialized terminology and a demonstrated ability to apply a body of rules, regulations, directives or laws. Experience in legal setting is highly desirable. Knowledge of legal terminology. Knowledge of federal laws or regulations and procedures is preferred but not required.

**BENEFITS AND HIRING POLICIES:**

Judiciary employees serve under excepted appointments, are considered at-will employees and are entitled to standard federal benefits such as paid vacation time, paid sick time, medical insurance, life insurance and a tax-deferred savings plan. Judicial employees are also entitled to long-term care and disability insurance and a Flexible Benefits Program which includes medical care reimbursement, dependent care reimbursement and commuter benefits reimbursement. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay. Applicants are subject to a complete FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation.

Employees of the United States District Court must be United States citizens or eligible to work in the United States. Employees of the United States District Court are Excepted Service appointments. Excepted Service appointments are at will and can be terminated with or without cause by the Court. The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

**HOW TO APPLY:**

Qualified applicants should send a cover letter (including a narrative statement of your background), a Judicial Branch Federal Employment (AO 78) application and a resume. The cover letter should be addressed to:

Jeanette Knight, Human Resources Administrator  
William M. Steger Federal Building and United States Courthouse  
211 West Ferguson Street, Room 106  
Tyler, Texas 75702

An application form can be obtained on our web page at: <http://www.txed.uscourts.gov/> All documents should be submitted as a single pdf with the reference number (2016-21) in the subject line via e-mail to: [hr@txed.uscourts.gov](mailto:hr@txed.uscourts.gov)

Completed application packages must be emailed no later than Wednesday December 14, 2016. Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Expenses associated with interviews or relocation will not be reimbursed.

*The United States District Court Is an Equal Opportunity Employer.*

