

# UNITED STATES COURT OF APPEALS

District of Columbia Circuit

MARK J. LANGER  
Clerk of Court



E. Barrett Prettyman U.S. Courthouse  
333 Constitution Avenue, N.W.  
Washington, D.C. 20001-2866  
Telephone (202) 216-7000  
[www.cadc.uscourts.gov](http://www.cadc.uscourts.gov)

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**Position Title:** ECF CASE ADMINISTRATOR  
**Announcement No.:** USCA-10-07

**Salary Range:** \$37,384 - \$67,147 (CL-24 or CL-25), *depending on qualifications.*  
**Position Location:** Washington, D.C.

**Opening Date:** September 22, 2010      **Closing Date:** October 6, 2010

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*The U.S. Court of Appeals for the D.C. Circuit Clerk's Office offers an opportunity for self-motivated individuals with a strong work ethic to launch or continue a career in public service. Our prestigious environment consists of challenging and rewarding work, and the potential for advancement for bright people with strong initiative.*

**POSITION SUMMARY:** The Office of the Clerk is seeking a highly qualified individual with excellent automation and analytical skills to serve as an ECF Case Administrator. The incumbent receives and processes new cases on appeal from the district court and administrative agencies, and maintains the official case events summary on the automated court docket from opening to final disposition. The incumbent may also be trained as a back-up to other positions within the office.

**RESPONSIBILITIES:** The incumbent reviews notices/petitions for timeliness and initial jurisdictional defects; identifies cases which require expedited consideration and refers to the appropriate personnel; reviews pleadings to ensure compliance with the court's rules; identifies cases for consolidation; accurately enters information into the automated case management system; prepares procedural orders; monitors briefing and other due dates; and responds to inquiries from chambers, court staff, counsel and the public. The incumbent ensures the integrity and quality of case-related databases.

**QUALIFICATIONS:**

- High school graduate or the equivalent. A bachelor's degree is preferred.
- Two years of general experience. General experience consists of 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. Education beyond the high school level may be substituted for the required general

experience. One academic year (30 semester or 45 quarter hours) equals one year of general experience.

- A minimum of one year of specialized experience. Specialized experience for this position is progressively responsible clerical or administrative experience which demonstrates the particular knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and equipment for word processing, data entry, or report generation.
- Demonstrated experience in word processing, web-based environments, and data entry are required.
- Familiarity with and experience in the federal court system and electronic case filing, especially the CM/ECF (Case Management/Electronic Case Filing) system, is preferable.
- The successful applicant must have good organizational and time management skills and the ability to handle multiple tasks simultaneously. Good judgment, the ability to apply concepts to determine what action needs to be taken, oral and written communication skills, and good proofreading skills are essential.

#### **REQUIREMENTS:**

- All positions in the Clerk's Office are "Excepted" appointments. Employees are considered "at will" and will serve a one-year probationary period.
- Employees must adhere to the Code of Conduct. Employees are subject to strict confidentiality requirements.
- The successful candidate is subject to a name and fingerprint background check and will be considered a provisional employee pending a favorable suitability determination.
- Applicants must be United States citizens or eligible to work for the United States government.

**BENEFITS:** The Court offers a number of exceptional benefits to its employees. The E. Barrett Prettyman Courthouse in Washington, DC has an on-site fitness center, health unit, credit union, and cafeteria. Located next to the Capitol, the Courthouse is accessible by public transportation including Metro and the MARC and VRE commuter trains. As a Court employee, you may be eligible to participate in the following benefits programs:

**Health Insurance** - The Federal Employees Health Benefits Program (FEHB) offers over 100 optional plans. FEHB offers Fee-For-Service, Health Maintenance Organization, and Health Savings Account plans to meet individual health needs. For additional information visit: <http://www.opm.gov/insure/health/index.asp>

**Life Insurance** - The Federal Employees' Group Life Insurance Program offers basic life insurance plus three types of optional insurance. For additional information visit: <http://www.opm.gov/insure/life/index.asp>

**Retirement Program** - Court employees are covered by the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS). Almost all new employees are automatically covered by FERS which is a three-tiered retirement plan.

The three tiers are: Social Security Benefits, Basic Benefit Plan, and the Thrift Savings Plan. For additional information visit: <http://www.opm.gov/retire/index.asp>

**Thrift Savings Plan** - The Thrift Savings Plan is a retirement savings and investment plan for Federal employees, similar to the 401(k) plans many private corporations offer their employees. For additional information visit: <http://www.tsp.gov>

**Dental and Vision Insurance** - The Federal Employees Dental and Vision Insurance Program offers supplemental dental and vision benefits available to Federal employees and eligible family members. For additional information visit: <http://www.benefeds.com>

**Judiciary Long-Term Care Insurance Program** - The Judiciary's Long-Term Care Program administered by CNA provides long term care insurance for Judiciary employees and their parents, parents-in-law, stepparents, spouses, and adult children.

**Leave** - The Federal leave program offers exceptional time off benefits, including annual leave, sick leave, a leave sharing program, Family Friendly Leave, Family Medical Leave, and 10 paid holidays per year.

**Flexible Spending Accounts** - The Judiciary's Flexible Spending Accounts Program allows employees to pay for certain health and dependent care expenses with pre-tax dollars.

**Transit Benefit Program** – The Transit Benefit Program allows eligible employees to defray commuting costs by providing a tax-free transit benefit for employees who use qualifying public transportation. The Court's proximity to several Metro line stops and Union Station makes this an excellent commuting location.

**Telework** – The Court's Telework Policy allows some employees to work from home on a recurring or situational basis.

**TO APPLY: Send cover letter and résumé to either [vacancy\\_clerk@cadc.uscourts.gov](mailto:vacancy_clerk@cadc.uscourts.gov) with the Job Announcement Number (USCA-10-07) appearing in the subject line or to the following address:**

U.S. Court of Appeals for the D.C. Circuit  
333 Constitution Avenue, N.W., Room 5534  
Washington, D.C. 20001-2866  
Attn: Valory Miller, Personnel Specialist  
Announcement # USCA-10-07

Interviews will begin immediately. Due to the large volume of applications, the court will send a letter regarding the status of an application only to those candidates scheduled for interviews.

The United States Court of Appeals is an Equal Employment Opportunity employer. Selected applicants will be subject to mandatory electronic transfer of funds for payment of net pay.  
The United States Courthouse is a smoke-free building.