



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
(202) 216-7000
www.cadc.uscourts.gov

NOTICE OF JOB OPPORTUNITY

Position Title: ECF CASE ADMINISTRATOR I or II
Announcement No.: USCA-18-09

Salary Range: \$40,727 - \$73,128 (CL 24/01 - 25/61), depending on qualifications.
This is a full-time position. (Promotion potential without further competition.)

Position Location: Washington, D.C.

Opening Date: December 3, 2018 **Closing Date:** Open Until Filled

INTERVIEWS FOR THIS POSITION WILL NOT BEGIN UNTIL JANUARY 7, 2019.

The U.S. Court of Appeals for the D.C. Circuit Clerk's Office offers an opportunity for a self-motivated individual 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.

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 to assist or 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.

- Experience in word processing, web-based environments, and data entry are required.
- Knowledge and experience working with CM/ECF (Case Management/Electronic Case Filing) is highly desirable.
- The successful applicant must have good organizational and time management skills. 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.
- **Emergency after-hours duty is required on a rotational basis with other employees (CL-25 only).**
- Employees must adhere to the Code of Conduct. Employees are subject to strict confidentiality requirements.
- The successful candidate is subject to a background investigation 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.

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

Send cover letter and résumé to the following address:

U.S. Court of Appeals for the D.C. Circuit
E. Barrett Prettyman U.S. Courthouse
333 Constitution Avenue, N.W., Room 5534
Washington, D.C. 20001-2866
Attn: Valory Miller, Personnel Specialist
Announcement No. USCA-18-09

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.