

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

Position Title: ECF CASE ADMINISTRATOR II

Announcement No.: USCA-08-01

Salary Range: \$38,476 - \$62,557 (CL 25, comparable to a GS-9), *depending on qualifications.*

Position Location: Washington, D.C.

Opening Date: January 23, 2008

Closing Date: OPEN UNTIL FILLED

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 will also be trained as a back-up to other positions within the office which may include Courtroom Deputy, Attorney Admissions Clerk, and Intake Clerk.

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 and scheduling 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: Demonstrated experience in word processing, web-based environments, and data entry are required. Familiarity with electronic case filing, especially the CM/ECF (Case Management/Electronic Case Filing) system, is desirable. 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.

The applicant must be a high school graduate or equivalent. In addition, applicant must have a minimum of two years general experience plus two years specialized experience involving use of automation skills and the demonstrated ability to apply a body of rules, regulations, directives or laws. Experience in a court or legal setting is desirable.

REQUIREMENTS: Because the D.C. Circuit entertains a large number of high-profile and sealed cases, employees are subject to strict confidentiality requirements. The selectee is subject to a background check as a condition of employment.

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 an 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.

Life Insurance - The Federal Employees' Group Life Insurance Program offers basic life insurance plus three types of optional insurance.

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.

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.

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.

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 ten (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 \$110 per month tax-free transit benefit for employees who use qualifying public transportation.

The successful applicant must be a United States citizen or eligible to work for the United States. The selected applicant will serve a one-year probationary period. All positions in the Clerk's Office are excepted appointments and are "at will." The United States Court of Appeals is an Equal Employment Opportunity employer. The selected 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 resumé and cover letter to:

*U.S. Court of Appeals for the D.C. Circuit
333 Constitution Avenue, N.W., Room 5523
Washington, D.C. 20001-2866
Attn: Valory Miller, Personnel Specialist
Announcement # USCA-08-01*

Due to the large volume of applications, the court does not send letters acknowledging the receipt of your application. Applicants will be contacted by phone if an interview is desired. A notice will be sent to all applicants not selected for the position.