



# UNITED STATES COURT OF APPEALS

District of Columbia Circuit  
E. Barrett Prettyman U.S. Courthouse  
333 Constitution Avenue, N.W.  
Washington, D.C. 20001

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<b>Position Title:</b>	<b>ECF CASE ADMINISTRATOR I or II</b>
<b>Announcement No.:</b>	<b>USCA-24-09</b>
<b>Salary Range:</b>	<b>\$49,523 - \$88,938 (CL 24/01 - 25/61), depending on qualifications. This is a full-time position. (Promotion potential up to CL 25, without further competition, depending on budget and staffing considerations.)</b>
<b>Position Location:</b>	<b>Washington, D.C.</b>
<b>Opening Date:</b>	<b>June 17, 2024</b>
<b>Closing Date:</b>	<b>Open Until Filled – To ensure consideration, submit application by July 16, 2024.</b>

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*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, with challenging and rewarding work and the potential for advancement.*

**POSITION SUMMARY:** The Office of the Clerk is seeking a highly qualified individual with excellent analytical and technical 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 record of case activity from opening to final disposition. The incumbent is also responsible for making summary entries on the docket and performing data quality control in the court's case management system. The incumbent may be trained to assist or back up other positions within the office.

**RESPONSIBILITIES:** The incumbent reviews notices/petitions for timeliness and initial jurisdictional defects; identifies cases which require expedited consideration and notifies 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 deadlines; and responds to inquiries from chambers, court staff, counsel, and the public. The incumbent ensures the integrity and quality of case-related databases.

**PREFERRED SKILLS:**

- Prior work or internship experience in a court, legal office, or government is preferable.
- Knowledge and experience working with the federal judiciary's CM/ECF (Case Management/Electronic Case Filing) system is highly desirable.
- Experience with word processing, web-based applications, and data entry are required.
- The successful applicant must have good organizational and time management skills, oral and written communication skills, and proofreading skills.
- Good judgment and the ability to apply concepts to determine what action needs to be taken are essential.

**QUALIFICATIONS:** High school graduate (or equivalent) and a minimum of one year of specialized experience. For the CL-24 grade, an associate's or bachelor's degree is highly preferred. For the CL-25 grade, a bachelor's degree is highly preferred.

Specialized experience for this position 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.

**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.

To learn about the Judiciary's benefits, go to <https://www.uscourts.gov/careers/benefits>.

**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.**

Email a cover letter and resume, as a single PDF attachment (Attention: Human Resources), to [VacancyCaseAdministrator@cadc.uscourts.gov](mailto:VacancyCaseAdministrator@cadc.uscourts.gov). Please include the vacancy announcement number (USCA-24-09) in the subject line.

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.