



**United States District Court  
Southern District of Ohio  
<http://www.ohsd.uscourts.gov/>**

**VACANCY ANNOUNCEMENT**

**July 18, 2022**

**Vacancy Announcement Number 22-10**

**Case Administrator Specialist**

**Duty Station – Cincinnati Courthouse – 100 East Fifth Street – one vacancy**

**Salary: CL 26 (\$50,156 - \$81,576)**

**Open until filled with first preference given to complete applicant packets received by:  
Sunday, July 31, 2022, at 11:59 p.m.**

**Qualified applicants must submit an applicant packet which includes: a letter of interest, a current/detailed resume, and an Application for Judicial Branch Federal Employment - [Form AO 78](#) (12/21), available on the court website.**

The Case Administrator Specialist performs various functions and is responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition, in accordance with approved internal controls, procedures, and rules. The Case Administrator Specialist is the case processing specialist and may serve as lead worker over employees performing case administration and docketing activities, and is responsible for training, overseeing and reviewing their work. A Case Administrator Specialist shall have either primary or backup district wide responsibilities on several different case administrative functions. The Case Administrator Specialist position reports to the Case Management Supervisor. The normal work schedule is 8:30 a.m. to 5:00 p.m. However, depending upon the needs of the Court, the Case Administrator Specialist may be required to work outside of normal business hours.

***ABOUT THE SOUTHERN DISTRICT OF OHIO:***

The Southern District of Ohio covers a broad geographic area encompassing forty-eight urban and rural counties from an imaginary line just north of Columbus south to the Ohio River. The District is comprised of over 260 individuals including twenty-seven Judicial Officers, Chambers Staff, the Clerk's Office staff, the U.S. Probation Office's staff and U.S. Pretrial Services Office's staff; located in the Cincinnati, Columbus, and Dayton Courthouses.

***DUTIES AND RESPONSIBILITIES:***

- Lead, train, and guide other employees performing case administration duties, including answering questions related to docketing, quality control, rules, procedures or any other related inquiries. Provide input on their performance evaluations to management.
- Work with management to establish areas where efficiencies, economies and consistencies can be obtained. Provide recommendations to management of suggested policy and procedure changes.
- Process notices of appeals, and appeal-related documents. Review new appeals for initial docketing issues. Process opinions and close appeals. Make summary entries on all documents and proceedings. Receive and docket terminating documents. Perform quality control on all types of docket entries. Accept, review and process documents. Review filed documents to determine conformity and take appropriate action and follow up with rules, practices, and filing requirements. Prepare correspondence regarding file inquiries, docket sheets, and other file request information. Perform necessary clerical tasks associated with inter-district emails, general Clerk's Office emails, appellate emails, transcript deadlines, e-prisoner filings, appellate access, and bankruptcy appeals.
- Check for prior or prohibited filings. Monitor document requests for release of exhibits and sealed documents. Verify and issue summons. Verify attorney's authority to practice.
- Inform customers of required fees. Receive payments and issue receipts. Secure funds in cash register. Balance cash draw at the end of the day. Process credit card payments for filed documents.

- Operate a variety of copying and records equipment. Answer and route incoming calls. Prepare case files for tracking records. Assist the public in use of computerized databases. Provide basic information to public, bar, and the court. Ensure data quality.
- Sort, classify, and file case records. Maintain integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents. Retrieve files and make copies of records for court personnel, attorneys, and others. Certify court documents. Create and process new case files. Assign case numbers to district judges and/or magistrate judges. Open cases in case management system. Docket initial opening events.
- Prepare, ship, and retrieve records from the appropriate Federal Records Center. Scan, copy, file, pick-up, sort and process mail. Maintain the mail meter and meter log. Receive and stamp incoming documents.
- May act as back-up courtroom deputy as necessary, to include opening and closing of in-court proceedings, recording minutes and appropriate hearing documents, organizing exhibits, setting up and troubleshooting electronic evidence presentation systems, and assisting with the orderly flow of proceedings. presentation systems, assisting with the orderly flow of proceedings.

**REQUIRED QUALIFICATIONS:** To be considered for this position at:

- CL-26, One year of specialized experience equivalent to CL-25.

The successful applicant must have excellent communication, research, writing and interpersonal skills with the ability to work with others and have the ability to learn new technologies. The incumbent must be able to multitask, be highly self-motivated and proactive. The ability to maintain confidentiality is essential.

**GENERAL EXPERIENCE:** 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.

**EDUCATIONAL SUBSTITUTION:** Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

**SPECIALIZED EXPERIENCE:** In addition to required qualifications, 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. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

**PREFERRED EXPERIENCE:** Preference will be given to candidates with extensive knowledge and progressively responsible experience in case processing, quality control, and court operations.

**Benefits:**

Please review the extensive federal benefits on the United States Courts website: <https://www.uscourts.gov/careers/benefits>

**Conditions of Employment:**

A commitment to public service is essential. Visit the U.S. Courts website for citizenship requirements [www.uscourts.gov](http://www.uscourts.gov).

Positions with the United States Courts are considered “at will” and are not subject to the employment regulations of competitive service. Positions in the Federal Judiciary are excepted service appointments, are considered “at will” and can be terminated with or without cause.

The applicant selected will be subject to an FBI background check and continued employment contingent upon favorable suitability determination. A negative finding from the background check may result in termination of employment. Employees are subject to the [Judicial Code of Conduct for Judicial Employees](#).

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

**How to apply:**

**Qualified applicants should upload their documents using our HR Employment Application System located at:**

**[HR Employment Application System](#)**

**Note: This system will not let you continue without uploading all documents.**

**If you fail to provide these documents, your application package will be considered incomplete and will not be considered any further.**

**Travel and relocation expenses will not be reimbursed.**

The District reserves the right to amend or withdraw any announcement without written notice to applicants. The District reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

In the event a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk of Court may elect to select the next top-rated candidate from those who applied for the initial announcement without re-posting the position. This job announcement may involve filling more than one position described herein.

**The U.S. District Court for the Southern District of Ohio is an Equal Opportunity Employer and Values Diversity in the workplace.**