



**United States District Court
Southern District of Ohio**
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VACANCY ANNOUNCEMENT

February 21, 2025

Vacancy Announcement Number 25-01

Case Administrator

Duty Station – Columbus Courthouse – 85 Marconi Blvd. – one or more vacancies

Salary: CL 23-24 (\$41,696-\$75,060)

Appointment at CL 23 has future promotion potential to CL 24 without further advertisement.

**Open until filled with first preference given to complete applicant packets received by:
Thursday, March 6, 2025, 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 (5/24), available on the court website. The optional background information, page 5 of the Application, is not required.

The Case Administrator is responsible for a variety of operational duties, specifically utilizing Electronic Case Filing (ECF). These duties include responsibility 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. Case Administrators serve as records and reproduction clerks and/or case initiation clerks. They receive and review incoming court documents for conformity with federal and local rules and perform customer service and cashier duties for the purpose of providing procedural information and collecting court fees. The Case Administrator prepares case documents for appeal, reviews filed documents to determine conformity, takes appropriate action, and ensures that all orders and automated entries are appropriately and accurately docketed. This position is located in the Clerk's Office in Columbus and reports to the Case Management Supervisor. Limited telework may be available subject to operational needs. Typical work hours are 8:30 a.m. to 5:00 p.m.

ABOUT THE SOUTHERN DISTRICT OF OHIO:

The Southern District of Ohio covers a broad geographic area encompassing forty-eight urban and rural counties from just north of Columbus south to the Ohio River. The District is comprised of over 260 individuals including twenty-six Judicial Officers, as well as Chambers staff, Clerk's Office staff, 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:

- Receive and review incoming documents to determine conformity with appropriate rules, practices, and/or court requirements, and notify parties of discrepancies. Open and close cases in case management system, including assigning case numbers and reviewing documents for statistical accuracy. Maintain the integrity of sensitive and sealed documents and filings. Verify and issue summons. Verify attorney's authority to practice.
- Review and evaluate the accuracy and quality of data entered into case management related databases, and accuracy of acceptance of documents and distribution of such from the general intake area. Perform routine quality control checks.
- Greet the public, attorneys, and visitors to the court, whether in person or over the telephone and provide accurate answers to questions regarding the docket or general court information. Provide basic information to public, bar, and the court. Answer and route incoming calls. Assist the public in use of computerized databases.

- Inform customers of required fees. Receive payments and issue receipts. Secure funds in cash register. Balance cash drawer at the end of the day. Process credit card payments for filed documents. Operate a variety of copying and records equipment.
- 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.
- Scan, copy, file, pick-up, sort, and process mail. Process both incoming and outgoing mail filers. Maintain mail meter and meter log.
- Occasional travel may be required.

REQUIRED QUALIFICATIONS: To be considered for this position at:

- CL 23, High school graduation or equivalent and two years of general experience is required*.
- CL 24, one year of specialized experience equivalent to work at the CL-23 is required.

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 required.

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.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in a related field, from an accredited college or university.
- Experience in and working with criminal and civil case management.
- 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.
- Experience in using Electronic Case Filing (CM/ECF), Adobe Acrobat, Microsoft Word, Microsoft Excel, Outlook.

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.

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 U.S. District Court reserves the right to amend or withdraw any job 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.

Reasonable Accommodations:

Consistent with the Judicial Conference of the United States policy, the practice of the U.S. District Court Southern District of Ohio is to give due consideration of a reasonable accommodation requested by a qualified applicant or employee with a disability unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process.

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