

U.S. District Court, Western District of Wisconsin

CAREER OPPORTUNITY

Position Title: CASE ADMINISTRATOR **Date:** August 23, 2007
Position Type: Full time Regular **Location:** Madison
Grade/Salary Range: CL25/26: \$34,972 - \$62,636 (Depending on qualifications)
Closing Date: Vacancy is immediate. Recruitment is open until position is filled

POSITION OVERVIEW: This position is located in the Clerk's Office of the U.S. District Court, Western District of Wisconsin in Madison. Responsibilities include making summary entries on an automated case management system and managing the progression of civil and criminal cases from opening to final disposition. As a member of a team, this person monitors the completion of required procedural steps, performs necessary noticing and provides courtroom assistance. Responsibilities are evolving as the court is adding and improving technologies.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Analyzes a variety of reports and information from the automated case management system to ensure progression of cases and compliance with filing deadlines.
- Maintains dictionary of automated case management system.
- Makes a verbatim record of court proceedings on digital audio recording equipment and maintains a log of proceedings and rulings.
- Additional courtroom responsibilities include setting up courtroom, assuring presence of necessary participants, and performing jury selection procedures.
- Drafts judgments and orders for the judge's review.
- Reviews incoming documents to determine conformity with appropriate local and federal procedural rules.
- Identifies cases which require expedited consideration and refers to the appropriate personnel.
- Monitors briefing deadlines, filings and court calendar.
- Schedules and coordinates hearings for all judges.
- Responds to inquiries from chambers, court staff, counsel and the public on case status and procedures.
- Other administrative responsibilities may include intake coverage, financial transactions, statistics, mail, and performing other office functions.

MINIMUM QUALIFICATIONS: Requires minimum of 2 years of experience at a progressively responsible administrative level within the legal field which demonstrates the particular knowledge, skills and abilities to perform the duties of this position. Fast-paced position requires incumbent to be versatile and present a professional demeanor, possess strong organizational, analytical, and oral/written communication skills.

Proof of citizenship and satisfactory completion of security background check, including fingerprinting, are required. All judicial employees must adhere to judicial conference regulations and code of conduct.

Additional preferred qualifications:

- Bachelor's degree or paralegal certificate.
- Extensive experience in criminal and civil case management
- Legal or court experience
- Skill in use of automated case management system, including posting docket entries and documents in Case Management/Electronic Case Filing (CM/ECF) system
- Proficiency in word processing, web-based environments and data entry
- Skill in use of electronic recording equipment in a courtroom environment
- Must be a team player who is dependable, detail oriented and able to work in a multi-tasking, fast-paced environment.

BENEFITS:

This position is covered by the Court Personnel System. A generous benefits package is available

to full-time employees which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years
- Paid sick leave in the amount of 13 days per year
- Participation in Federal Retirement Program
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits Plans
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service toward leave accrual rates and retirement

APPLICATION: Interested candidates should submit a letter of application, current resume and contact information of at least 3 professional references to:

Human Resources
Office of the Clerk of Court, United States District Court
120 N. Henry Street, Suite 320
Madison, WI 53703
email: hr@wiwd.uscourts.gov

The Court reserves the right to modify or withdraw this announcement without notice.

The U.S. District Court is an Equal Opportunity Employer.