

## CAREER OPPORTUNITY



### UNITED STATES DISTRICT COURT EASTERN DISTRICT OF KENTUCKY VACANCY ANNOUNCEMENT - NO. 20-07

<b>Position:</b>	Case Administrator
<b>Location:</b>	London, Kentucky
<b>Salary Range:</b>	\$38,298 to \$83,210 (CL 24-27) Starting salary usually in the low to middle portion of the range provided, depending on qualifications and Judiciary policy
<b>Opening Date:</b>	December 4, 2020
<b>Closing Date:</b>	January 4, 2021

The Clerk's Office of the U.S. District Court for the Eastern District of Kentucky is accepting resumes for the position of Case Administrator in London, Kentucky.

#### Position Overview

The Case Administrator receives and reviews new case filings and manages the progression of cases in accordance with approved internal controls and procedures. The Case Administrator serves as a records and reproduction clerk and/or case initiation clerk, performs customer service and cashier duties collecting fees as appropriate, and acts as a liaison between the court, counsel, litigants, the public, and court-related agencies to furnish information within and outside the court. The Case Administrator is also responsible for telephone coverage and other general duties as required.

#### Minimum Qualifications

A high school diploma or equivalent is required along with two years of general clerical or administrative experience and one year of specialized work experience in government or private sector, which provided a thorough understanding of office administrative procedures, automated records-keeping systems and organization of a high volume of paper flow. A bachelor's degree in a related field may be substituted for general work experience. Applicants should have general

computer skills including a working knowledge of Windows and Adobe Acrobat. Applicants must also have a demonstrated ability to apply a body of rules, regulations, directives, or laws with accuracy. In addition, applicants must display a pleasant attitude and work well with others; be mature, responsible, reliable, discreet, and organized; have the ability to take initiative and the flexibility to work in a team-based environment where attention to detail and procedure are critical; be able to communicate effectively both orally and in writing with various audiences; and possess the ability to analyze problems and employ knowledge, skills, and abilities in the resolution of problems.

### **Conditions of Employment**

The position is an excepted appointment subject to background investigation, and all appointments are provisional upon a favorable suitability determination. The position is eligible for federal benefits. Applicants must be U.S. citizens or eligible to work in the United States. Employees of the U.S. District Court are "at-will" employees. All appointments are subject to mandatory electronic funds transfer for payment of net pay. The U.S. District Court for the Eastern District of Kentucky is an equal opportunity employer and values diversity in the workplace.

### **Application Procedures and Additional Information**

To apply, please submit a cover letter, resume, contact information for three references, and salary history to: [LondonVacancy@kyed.uscourts.gov](mailto:LondonVacancy@kyed.uscourts.gov)

The court reserves the right to modify the conditions of this vacancy announcement at any time, or withdraw it, without prior notice. Travel to interview and relocation expenses will not be reimbursed.

Only applicants selected for interview will be contacted. No phone calls please.