

**UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF TENNESSEE**

**POSITION ANNOUNCEMENT**

**POSITION:** Case Administrator (permanent; full-time)

**ANNOUNCEMENT NO.:** 14/08

**DUTY LOCATION:** Nashville, Tennessee

**CLASSIFICATION LEVEL:** CL 24 Step 1 (\$34,703) to CL 25 Step 61 (\$62,307),  
depending on experience and qualifications

**START DATE:** Position available immediately

**OPEN PERIOD:** Friday, December 19, 2014 to Friday, January 9, 2015

**POSITION OVERVIEW:**

This position is located in the Clerk's Office. The Case Administrator 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.

**REPRESENTATIVE DUTIES:**

- Open cases in case management system. Create and process new case files. Docket initial opening events. 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. Certify court documents and ensure data quality.
- Make summary entries on all documents and proceedings. Perform quality control on attorney-docketed entries. Accept, review and process documents. Prepare deficiency notices. Review filed documents to determine conformity, take appropriate action and follow up with rules, practices, and filing requirements. Prepare correspondence regarding file inquiries, docket sheets, and other file information. Set schedules for briefing and record preparation. Receive and docket terminating documents. Process notices of appeal and appeal-related documents. Process opinions and close appeals.
- Verify attorney's authority to practice. Monitor cases for release of exhibits and sealed documents. Verify and issue summons.
- 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.

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- Prepare, ship, and retrieve records from the appropriate Federal Records Center. Make copies of records for court personnel, attorneys, and others.
- Scan, copy, file, pick-up, and sort mail. Process mail. Process e-mail received from electronic filers. Maintain the mail meter and meter log. Receive and stamp incoming documents. Maintain court files.
- Operate a variety of copying and records equipment. Answer and route incoming calls. Provide basic information to public, bar, and the court.
- Perform other duties as assigned or required to ensure the smooth and efficient operation of the Court.

### **MANDATORY QUALIFICATION REQUIREMENTS:**

General Experience: A minimum of two years of 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 a case administrator. (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 nine months of experience.)

Specialized Experience: A minimum of one year of 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.

Other Requirements: Skill in the use of automated systems. Ability to communicate information accurately and in a timely manner to/from individuals within and outside the court. Attention to detail and the ability to meet deadlines required. Strong preference for candidate with college degree. CM/ECF experience preferred.

### **BENEFITS:**

This position is covered by the Court Personnel System. Benefits include:

- 10 paid holidays per year
- Paid annual leave in the amount of 13 days for the first three years
- 20 days per year leave after the first three years and 26 days per year after 15 years
- Sick leave in the amount of 13 days per year
- Retirement benefits

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- Optional participation in the Thrift Savings Plan
- Optional participation in Federal Employee Health Benefits, Life Insurance, Flexible Benefits programs
- Optional long-term care insurance and disability plans
- Credit for prior government service

### **CONDITIONS OF EMPLOYMENT:**

- Employee must be a US citizen or eligible to work in the US
- Employees are required to adhere to the Code of Conduct for Judicial Employees a copy of which is available upon request.
- Employees of the US District Court are Excepted Service Appointments. Excepted Service Appointments are “at will” and can be terminated at any time with or without cause.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit
- Final candidate is subject to a background investigation.

### **APPLICATION PROCESS:**

Interested applicants should submit **one PDF document** containing a cover letter explaining your interest in the position and a resume to [applications@tnmd.uscourts.gov](mailto:applications@tnmd.uscourts.gov) with the subject line “Case Administrator.” The PDF document must be submitted by the close of business on Friday, January 9, 2015. Applications not complying with instructions will not be considered.

The best qualified applicants will be invited for a personal interview. Travel and relocation expenses will not be reimbursed.

THE UNITED STATES DISTRICT COURT IS  
AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER