

UNITED STATES DISTRICT COURT – MIDDLE DISTRICT OF TENNESSEE
Fred D. Thompson U.S. Courthouse and Federal Building
719 Church Street
Nashville, Tennessee 37203
www.tnmd.uscourts.gov



POSITION: Civil Case Administrator (permanent, full-time position)

ANNOUNCEMENT NO.: 2023-02

DUTY LOCATION: Nashville, Tennessee

CLASSIFICATION LEVEL: CL 24/1 to CL 26/26 (\$41,368 - \$63,423)
Starting salary depends upon qualifications and experience in accordance with the Court Personnel System.

START DATE: Position available immediately

OPEN PERIOD: Open until filled, with preference given to resumes received by Friday, April 14, 2023

More than one position may be filled from this vacancy depending upon staffing needs and budget funding. The Court reserves the right to cancel and/or modify this position announcement as needed.

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. Review filed documents to determine conformity and identify deficiencies; 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.
- 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.

REQUIRED QUALIFICATIONS:

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 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: Ability to consistently demonstrate sound ethics and judgment. Knowledge of court confidentiality 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:

- 11 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.
- 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:

- Must be a U.S. citizen or eligible to work in the United States.
- Employees are required to adhere to the Code of Conduct for Judicial Employees, a copy of which is available upon request.
- Employees must comply with court confidentiality requirements, including handling confidential information in a variety of contexts.
- Employees of the U.S. District Court are Excepted Service Appointments. Excepted Service Appointments are “at will” and can be terminated at any time with or without cause. The appointee may be removed from this position at any time if, after reasonable on-the-job training, the appointee fails to perform at a satisfactory level.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.
- Final candidate is subject to a background check and subsequent favorable suitability determination.

- Final candidate must agree to Court, local, and national COVID-19 safety protocols, and procedures.

APPLICATION INSTRUCTIONS: Qualified persons must submit the following:

Interested applicants should submit a cover letter explaining your interest and qualifications and a resume in **one combined PDF** to applications@tnmd.uscourts.gov with the subject line “Civil Case Administrator.” Open until filled, with preference given to resumes received by **Friday, April 14, 2023**.

The best qualified applicants will be invited for a personal interview. Applicants selected for interviews must travel at their expense and relocation expenses will not be reimbursed.

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

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IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**