

**United States District Court
District of Minnesota
Career Opportunity: Case Administrator**



OVERVIEW OF THE DISTRICT OF MINNESOTA

The U.S. District Court, District of Minnesota, serves the 87 Minnesota counties. The District has four staffed divisional offices located in Minneapolis, Saint Paul, Duluth, and Fergus Falls. The U.S. District Court, District of Minnesota is composed of seven authorized district judges, six senior district judges, eight magistrate judges, one part-time magistrate judge, Clerk's Office staff, and Probation and Pretrial Services Office staff.

Position Details

Title and Type: [Case Administrator](#)
Full-time

Vacancies: One

Location: [Saint Paul, MN](#)

Posting Date: October 26, 2018

Classification: CL 25

Salary Range: \$43,270- \$70,362
Depending on qualifications.

Closing Date: Open until filled.
Preference will be given to resumes received by Friday, November 9, 2018, at 5:00 p.m. Central Time.

Area of Consideration: All sources.

Vacancy Announcement #: 2018-29

To apply, qualified applications should follow the instructions below:

- Attach one PDF document, containing
 - A cover letter;
 - Resume; and
 - Names and contact information for three (3) professional references.
- Add the "Case Administrator" in the email subject line.
- Email the PDF document to:
hr-usdc@mnd.uscourts.gov.

INTRODUCTION

This position is located in the Saint Paul Courthouse's Clerk's Office of the U.S. District Court for the District of Minnesota. The Case Administrator monitors the progression of civil and criminal cases and related proceedings. The Case Administrator reviews new cases and assigns to judicial officers, prepares case documents for appeal, reviews filed documents to determine conformity, takes appropriate action, enters judgment when directed, and ensures that all orders and automated entries are appropriately and accurately docketed.

REPRESENTATIVE DUTIES

- Audit quality assurance of civil, criminal, and miscellaneous cases and issue civil summons when appropriate.
- Review new cases for statistical accuracy and corrects data as needed.
- Assign judicial officers pursuant to the Case Assignment Order.
- Attend grand jury returns. Create and process new criminal case files and assigns cases to judicial officers. Open cases in case management system. Docket initial opening events.
- Review, upload, and docket pro se filings.
- Perform quality control on electronic and paper documents.
- Assist the public and other agencies with electronic filing. Answer helpdesk calls assisting attorneys and pro se litigants with filing questions and case status.
- Test new procedures and processes and provide feedback.
- Provide noticing as required by law.
- Assist the Federal Bar, U.S. Attorney's Office, Office of the Federal Defender, U.S. Probation and Pretrial Office and pro se parties regarding policies, procedures, and inaccuracies in filings.
- Prepare and enter judgments, enter Circuit Court Opinions and Circuit Court Judgments.
- Review, identify, and research the accuracy, timeliness, and quality of data entered into the case record. Make corrections to the case record to comply with local and national procedures.
- Monitor cases to ensure timely progression.
- Docket pre-charge documents.
- Process transcripts, notices of appeal, and appeal-related documents for the U.S. Court of appeals.
- Perform general office duties such as covering the intake counter, opening U.S. Mail, cashiering and financial deputy duties.

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POSITION REQUIREMENTS AND QUALIFICATIONS

The successful applicant must have at least one year of general experience in clerical and office work, and at least one year of specialized experience in administrative work that demonstrates the ability to apply rules or laws involving the use of specialist terminology and automated software and case management. Excellent customer service skills, attention to detail, ability to take directions from others, and excellent organization skills are required.

Two or more years of specialized experience, as outlined above, is preferred. A Bachelor's degree or a Paralegal degree is preferred.

ENVIRONMENTAL DEMANDS

- Work is performed in an office setting or courtroom.
- Some travel may be required.
- Some lifting may be required.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Judiciary employees serve under excepted appointments, and are considered "at-will" and may be terminated with or without cause or notice by the court.

The United States District Court requires employees to adhere to a [Code of Conduct Policy](#). This position is also subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

BENEFITS

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- Paid federal holidays.
- Extensive health, life, dental, vision, and long-term care insurance plans.
- A defined benefit pension plan.
- On-site fitness centers.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax transportation, medical, and childcare reimbursement accounts.
- Telework, alternative work schedules, and other workplace flexibilities with supervisor approval.

Employees of the U.S. District Court are not classified under Civil Service.

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APPLICATION INFORMATION

All application materials received will be reviewed to identify the best qualified candidates. **Only applicants selected to proceed to the next phase of the selection process will be notified.**

Submission of application materials using a link to a cloud-based system will not be reviewed. All application materials must be attached to the email as directed.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, and to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice.

An Equal Opportunity Employer