

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OKLAHOMA
VACANCY ANNOUNCEMENT – CASE ADMINISTRATOR # FY 25-03

BASIC INFORMATION

Position Title:	Case Administrator
Employment Type:	Full-Time, Permanent
Location:	Tulsa, Oklahoma
Area of Consideration:	Open to All Qualified Applicants
Grade/Annual Salary Range:	CL 23/1 – CL 25/61, \$39,212 - \$77,966* <i>*Depending upon qualifications and experience</i>
Opening Date:	December 3, 2024
Closing Date:	Open Until Filled** <i>**To ensure consideration, apply by December 20, 2024.</i>
Anticipated Report Date:	TBD

The United States District Court for the Northern District of Oklahoma is seeking qualified applicants for the position of Case Administrator. The District Court is comprised of 11 judicial officers, their staff, and a Clerk’s Office staff of 38 employees. Case Administrators are members of the Clerk’s Office and report directly to the Clerk of Court or designee.

Whether launching or continuing a career in public service, the Clerk’s Office for the Northern District is a great place to work with competitive salaries and benefits and the opportunity to work with colleagues committed to fulfilling the important mission of administering justice in an efficient and effective manner.

POSITION OVERVIEW

The Case Administrator performs various administrative functions, including making summary entries of documents in the court’s Case Management/Electronic Case Filing (CM/ECF) system and interacting with attorneys, pro se litigants, government agencies, and the public. This position reports directly to the Operations Manager.

This position offers an opportunity for a motivated and competent individual to gain the broad range of experience and exposure necessary to become competitive for positions of greater responsibility within the Federal Judiciary.

REPRESENTATIVE DUTIES / RESPONSIBILITIES

- Greet members of the public, bar, and other court-related agencies at the court intake reception area.
- Input data and make summary entries into the court’s Case Management/Electronic Case Filing (CM/ECF) system.
- Perform quality control reviews of electronically filed pleadings, noting errors and follow appropriate procedures to correct them.
- Assure the quality of all documents and proceedings entered on the automated docket sheet.

- Assist in case management by ensuring that all automated docket entries are appropriately linked and routed.
- Process notices of appeal and related documents.
- Answer and route telephone calls.
- Answer and respond to telephone and in-person inquiries from the general public, members of the bar, and other court-related agencies on case status, court procedures and filing processes.
- Answer and respond to inquiries from attorneys, chambers, and related agencies about the CM/ECF system.
- Process emails received from electronic filers.
- Receive, stamp, and review incoming documents to determine conformity with appropriate rules, practices, and/or court requirements.
- Scan documents received in paper format.
- Make copies of records for court personnel, attorneys, and others.
- Process and distribute incoming mail.
- Process and meter outgoing mail.
- Receive payments, issue receipts, and inform customers of required fees.
- Perform other duties, as assigned.

EXPERIENCE / QUALIFICATIONS

Minimum Required Experience/Qualifications

- Must be a high school graduate, or equivalent.
- For CL 23, must have two years of general experience.
- For CL 24 and CL 25, must have one year of specialized experience.

General experience is 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 the position. Education above high school may be substituted for general experience.

Specialized experience is 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 work 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.

Educational Substitution is 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 one year of general experience. Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

Court Preferred Experience/Qualifications

- Experience working in a federal or state court or the legal field.
- Experience using a Case Management/Electronic Case Filing (CM/ECF) program.
- Experience using Microsoft Office products.
- Bachelor's Degree.

JOB REQUIREMENTS

- Must exhibit the highest standards of excellence, integrity, and customer service, and display, at all times and to all persons, a courteous, professional, and cooperative attitude.
- Must have the ability to maintain strict confidentiality.
- Must have the ability to take initiative and work successfully and collaboratively in a team-based environment where accuracy and attention to detail and procedure is critical.
- Must have the ability to work calmly under pressure, handle multiple tasks simultaneously, and adapt easily to change.
- Must have the ability to analyze problems and assess the practical implications of alternate solutions.
- Must have the ability to prioritize tasks and work assignments and consistently meet deadlines and targeted goals.
- Must have the ability to learn, understand, and use the Court's software programs.
- Must have the ability to learn, understand, and apply data quality principles/practices.
- Must have the ability to learn and apply a body of rules, regulations, directives, or laws.
- Must have the capacity to employ one's knowledge, skills, and abilities in the resolution of problems.
- Must have solid computer skills.
- Must have excellent verbal and written communication and interpersonal skills.
- Must be well organized, detail-orientated, and self-motivated.
- Must be dependable and have a strong work ethic.
- Must display a pleasant and positive attitude and be service oriented.

CONDITIONS OF EMPLOYMENT

Applicants must be United States Citizens or eligible to work in the United States. Judiciary employees serve under excepted appointments, are considered "at-will", and serve at the pleasure of the court. All court employees are required to adhere to a Code of Conduct which can be reviewed [here](#). A background investigation, including an FBI fingerprint and criminal records check, will be conducted. The selectee will be hired provisionally pending successful completion of the investigation and receipt of a favorable suitability determination. Court employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit. If hired at a lower level, promotion to a higher level, budget allowing and when determined qualified, could occur without further competition.

BENEFITS

A generous benefits package is available which includes a minimum of 11 paid holidays; paid annual and sick leave; health, life, and long-term care insurance benefits; flexible benefits, a retirement plan, a Thrift Savings Plan (401K), and wellness and employee assistance programs. For more information, please click [here](#). Also, the Federal Courthouse has an onsite fitness center and parking is provided.

APPLICATION INFORMATION / HOW TO APPLY

Qualified applicants should submit **one PDF document** that contains:

1. a cover letter which addresses qualifications, skills, and experience necessary to perform the job duties;
2. a current/detailed chronological resume;
3. a list of three professional references including current contact information; and
4. a completed and signed Application for Judicial Branch Federal Employment (Form AO-78). The application form can be found [here](#). The Optional Background Information on Page 5 of the application is not required for this position.

The application packet must be submitted ELECTRONICALLY, no exceptions, to okndhr@oknd.uscourts.gov. Questions can be directed to 918-699-4841.

Incomplete applications may not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for an interview. Participation in the interview process will be at the applicant's expense and relocation expenses will not be provided.

The Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written notice. More than one vacancy may be filled under this announcement.

The United States District Court is an Equal Opportunity Employer



TOTAL COMPENSATION STATEMENT

*** SAMPLE FOR ILLUSTRATION PURPOSES ONLY ***

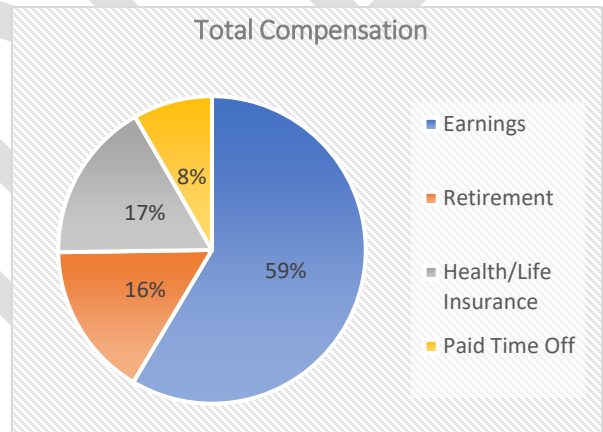
POSITION: Case Administrator, Full-Time
LOCATION: Tulsa, Oklahoma
STARTING LEVEL: CL 23/01 – CL 25/61 (\$39,212 - \$77,966)
SALARY: \$58,589 per Annum

The Federal Judiciary provides a generous benefit package which, in addition to salary, is an important component of total compensation. This total compensation statement illustrates the value of the Federal Judiciary benefits. Please be advised that the information is tailored to this position as above, however some of the individual benefit values may vary based on your benefit choices.

EARNINGS

\$58,589

Retirement Benefits \$16,229.15
 Health/Life Insurance \$16,198.83
 Paid Time Off \$8,337.67



TOTAL EMPLOYER CONTRIBUTIONS \$41,485.65

Employer contributions represent 41.45 % of total compensation

TOTAL COMPENSATION \$100,074.65

EMPLOYER CONTRIBUTIONS

Retirement Benefits

- ❖ Retirement - Basic Benefit (FERS) 16.5 – 18.4% of basic pay for FY24, varies by type of FERS employee (FERS, FERS RAE or FERS FRAE)
- ❖ Thrift Savings Plan - Automatic Contribution 1% of Basic Pay for FERS employees
- ❖ Thrift Savings Plan - Employee Matching Up to an additional 4% of Basic Pay
Judiciary matches dollar for dollar for the first 3%, then 50 cents for every dollar contributed after that, up to 5%
- ❖ Social Security 6.2% of earnings up to SS Wage Base

Health /Life Insurance

- ❖ Health Insurance – FEHB Approximately 72% of FEHB Premium
- ❖ Life Insurance - FEGLI BASIC option \$.075 per every \$1,000 of insurance

Paid Time Off

- ❖ Sick Leave 4 hours per pay period = 104 hours per year
- ❖ Annual Leave 4 – 8 hours per pay period based on length of service
 - 0 – 3 years = 104 hours/year*
 - 3 – 15 years = 160 hours/year*
 - 15+ years = 208 hours/year*
- ❖ Paid Holidays 11 federal holidays

ADDITIONAL BENEFITS

- ❖ Dental Insurance, *premiums paid on a pre-tax basis*
- ❖ Vision Insurance, *premiums paid on a pre-tax basis*
- ❖ Flexible Spending Accounts, *contributions paid on a pre-tax basis*
- ❖ Paid Parental Leave, *12 weeks*
- ❖ Long-term Care Insurance
- ❖ Employee Recognition Program
- ❖ Professional Education and Training
- ❖ Benefit and Retirement counseling and training
- ❖ Onsite Gym
- ❖ Employee Assistance Program (EAP)