



## United States Court of Federal Claims

717 Madison Place NW  
Washington, DC 20439

### POSITION VACANCY

<b>Announcement Number:</b>	<b>CFC-2015-01-OPR</b>
<b>Position Title:</b>	<b>CM/ECF Coordinator</b>
<b>Open Date:</b>	<b>January 14, 2015</b>
<b>Close Date:</b>	<b>February 06, 2015</b>
<b>Type of Appointment / Position:</b>	<b>Full Time-Term / High Sensitive</b>
<b>Grade / Salary Range:</b>	<b>CL-28 (\$61,084 – \$99,319) Promotion potential up to CL 29</b>
<b>Duty Location:</b>	<b>Washington, DC</b> (conveniently located across from the White House and Lafayette Park, one block from McPherson Square Metro)
<b>Who May Apply:</b>	<b>U.S. Citizens (or persons eligible to work in the United States)</b>

#### **Position Overview and Representative Duties:**

The United States Court of Federal Claims is accepting applications for the CM/ECF Coordinator position in the court's Operations Office located in the National Courts Building, 717 Madison Place, NW, Washington, DC

The CM/ECF Coordinator is responsible for supervising the implementation, project management, and maintenance of the case management and electronics case filing (CM/ECF) program. The incumbent reports directly to the Director of Operations. The incumbent is the project manager for court operations process improvement initiatives, which includes ensuring the integrity and efficiency of the CM/ECF system in connection with all users (internal and external) through proper supervision of data quality standards, procedures, and training. The incumbent provides operations support including conducting research, review, analyze and audit data, and develop a variety of organization, statistical, operational reports, and provides recommendations to senior management.

No relocation expenses will be paid.

#### **General Experience:**

- Evaluate, plan, and implement quality control audit procedures for the court's Operations Department, including project management of the Case Management/Electronic Case Filing (CM/ECF) system. With staff of the IT/Systems Office, develop or assist in the development of reports for extracting and compiling case management data. Provide assistance to IT/Systems staff for research and testing of automation software and system fixes and enhancements. Participate in the planning for and implementation of new operating procedures. Act as liaison between IT/Systems personnel and non-automation staff in troubleshooting computer hardware/software problems and answering computer-related questions.
- Act as project manager for court operations process improvement initiatives. Review suggested operational changes, hold staff meetings to gather input and ideas, develop project plans, make proposals to management, and assist in implementing initiatives.
- Collect, review, audit, and analyze data and information, such as court operations and activities and

other similar statistical data and evaluate the procedures and tools to develop a variety of reports based on these findings (automated systems, forms, local rules, office space, etc.) that are used by staff in the management of cases.

- Research operational questions, problems, trends, and areas of efficiency/improvement related to data being developed and analyzed. Conduct work measurement and work productivity studies.
- May advise the Clerk of Court, managers, and judges, and may serve as project manager on special initiatives regarding the Operations Office's organizational structure, process improvements, budget, procurement, personnel, and other related matters.
- Assist the Director of Operations with all budgetary plans. Perform data analysis and conduct modeling based on different scenarios. Recommend plans of action to cover projected shortfalls. Serve as backup to the Director of Operations, assigning, prioritizing, monitoring, and reviewing work assignments. Ensure adherence to internal control policies, procedures, and priorities.
- Perform internal reviews and/or data quality reviews in the Operations Office.
- Identify court training needs on an ongoing basis through written surveys, supervisory and employee input, and organizational goals and objectives. Coordinate efforts with the AO, Federal Judicial Center, or other outside training entities to determine appropriate educational programs, services, and resources. Schedule trainer, facility, and funding resources for training projects.
- Develop local training policies and procedures for the Operations Office in coordination with managers. Design and develop training programs as needed, including orientation and training for new employees and in-service workshops on technical and operational topics. Serve as instructor, program coordinator, group facilitator, and/or discussion leader, as applicable. Provide classroom training, one-on-one training, and presentations to court staff, management, judges and their staff, and attorneys on case management system topics and changes. Create and maintain training records.

The successful candidate must be a self-starter as well as detail-oriented. The candidate must also be highly organized and tactful, possess good judgment, poise and initiative, and maintain a professional appearance and demeanor at all times. The candidate must have strong prioritizing and problem-solving skills, solid communication skills (written & oral) and be able to communicate effectively with persons within the court as well as with persons outside the court. A demonstrated ability to work harmoniously with others in a team environment and to exhibit a professional manner at all times is essential. Special consideration may be given to those with working knowledge of the CM/ECF system.

### **Required Qualifications:**

**To qualify at the CL 28 level:** At least one year equivalent work at the CL-27 level is necessary.

### **Preferred Qualifications:**

The Court prefers the candidate to have a Bachelor's degree from an accredited university in business or public administration, political science, criminal justice, or other field closely related to the subject matter of the position. Five (5) years of specialized experience which demonstrates working knowledge, skills, and abilities to successfully perform the duties of the CM/ECF Coordinator may be substituted for the degree requirement. The Court prefers the candidate to have knowledge of the vaccine injury compensation program.

### **Benefits:**

10 holidays • 13-26 days annual leave (increases with service) • 13 days sick leave • Federal Employees Retirement System • Thrift Savings Plan • Commuter Benefit Program/Metro Transit Subsidy Program • Flexible Spending Accounts • Insurance available for health, dental, vision, life, and long-term care.

## **How to Apply:**

Ensure that your application package contains the following required documents:

- **Cover Letter** (include the Announcement Number and the position title and address your qualifications relating to the duties and responsibilities of this position);
- **Resume**
- **Form AO78 Federal Judiciary Application Form** which can be found at [www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf](http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf);
- **Three (3) business/professional references** with name, affiliation, and contact information;
- **Salary History for prior three (3) years;**
- If a current Federal Civilian Employee, **your latest Personnel Evaluation and your latest SF-50; and**
- If a current or recently discharged or retired military member, **your latest Officer Evaluation Report (OER), Enlisted Evaluation Report (EER) or equivalent, and a copy of your DD Form 214; and**

**All documents must be in PDF format and are to be e-mailed as one file. Zip files and faxes will not be accepted. Send the application package in an Adobe PDF format to [uscfcjobs@ao.uscourts.gov](mailto:uscfcjobs@ao.uscourts.gov). Please include the Title and Job Announcement Number in the subject line.**

## **What to Expect Next**

- We will conduct an evaluation of each applicant's qualifications and materials after receipt of a complete application package.
- Applicants selected for an interview will be contacted. Interviews may commence immediately.
- We reserve the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.
- This is an "Excepted Appointment" and an "At Will" position. Federal Government Civil Service classifications or regulations do not apply.
- All appointments are subject to a full background check including an FBI Fingerprint Background Check, as well as periodic reinvestigation.
- If offered employment, such employment shall be provisional pending our receipt of the results of a mandatory Fingerprint and Background Investigation. Until the background investigation is satisfactorily completed, we may only hire you provisionally. The provisional nature of your hiring, however, will not affect your start date, salary, or other benefits.
- No phone calls please. Only those candidates selected for interview will be contacted.

**An Equal Opportunity Employer**