



United States Court of Federal Claims

717 Madison Place NW
Washington, DC 20439

POSITION VACANCY

Announcement Number:	CFC-2024-10-OPR
Position Title:	Case Administrator II
Open Date:	July 15, 2024
Close Date:	August 16, 2024
Type of Appointment / Position:	Permanent
Grade / Salary Range:	CL-25 (\$54,717 - \$88,938)
Duty Location:	Washington, DC (conveniently located across from the White House and Lafayette Park, one block from McPherson Square Metro)
Who May Apply:	U.S. Citizens (or persons eligible to work in the United States)

Position Overview and Representative Duties:

The United States Court of Federal Claims is seeking to fill up to three (3) Case Administrator II positions within the court's Operations Office located in the National Courts Building, 717 Madison Place, NW, Washington, D.C. Case Administrators perform various functions and are 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 for the court's Office of Operations. They perform docketing, noticing, managing the progression of cases, maintaining official case records, monitoring the completion of required procedural steps, preparing case documents for appeal, reviewing filed documents to determine conformity and taking appropriate action, ensuring that all orders and automated entries are appropriately and accurately docketed, and making summary entries on the docket of all documents and proceedings.

No relocation expenses will be paid.

General Experience:

- Make summary entries on all documents and proceedings. Assign case numbers. Receive and docket terminating documents. Perform quality control on attorney-docketed entries. Accept, review and process documents. Prepare deficiency worksheet/notice. Review filed documents to determine conformity and take appropriate action and follow up with rules, practices, and filing requirements. Prepare correspondence regarding file inquires, docket sheets, and other file request information. Review new appeals for jurisdiction and initial docketing issues. Set schedules for briefing and record preparation. Refer cases to panels of judges or court attorneys for action. Rule on motions as permitted by local rules.
- Check for prior or prohibited filing. Verify attorney's authority to practice. Monitor for release of exhibits and sealed documents.
- 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.
- Create and process new case files. Open cases in case management system. 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. Retrieve files and make copies of records for court personnel, attorneys, and others. Certify court documents and ensure data quality.

- Prepare, ship, and retrieve records from the appropriate Federal Records Center. 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. Prepare case files for tracking records. Assist the public in use of computerized databases. Provide basic information to public, bar, and the court.
- May record court proceedings. May organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems, assisting with the orderly flow of proceedings.
- Open and process new appeals; assign case numbers for appeals.
- Perform other duties as assigned.

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 clients within and 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.

Required Qualifications:

To qualify at the CL 25 level: One year of specialized experience, including at least one year equivalent to work at the CL-24 level.

Specialized Experience:

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.

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, law, 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 Case Administrator may be substituted for the degree requirement.

Benefits:

11 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:

To apply for this position, you must combine ALL documents listed below into a single PDF file and email to uscfcjobs@cfc.uscourts.gov. Zip files and faxes will not be accepted. Please include the Title and Job Announcement Number in the subject line.

- **Cover Letter** (include the Announcement Number and the position title and address your qualifications relating to the duties and responsibilities of this position);
- **Résumé**;
- **Form AO78 Federal Judiciary Application Form** which can be found at: 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.**

What to Expect Next

- The court 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.
- The court reserves 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 will be provisional pending the satisfactory completion of a mandatory Fingerprint and Background Investigation. The provisional nature of your employment, however, will not affect your start date, salary, or other benefits.
- No phone calls please. Only those candidates selected for an interview will be contacted.
- The United States Court of Federal Claims is an Equal Opportunity Employer.