

UNITED STATES DISTRICT COURT  
Western District of Kentucky  
Announcement Number 15-02



**POSITION:** **ECRO Case Administrator**  
**(ECRO=Electronic Court Recorder Operator)**

**LOCATION:** **Bowling Green, Kentucky**

**STARTING SALARY:** **CL 24 – 25 (\$34,703 - \$62,307)**  
**If hired at a CL 24, promotion eligibility to a CL 25 after one year.**

**CLOSING DATE:** **November 21, 2014 by 5:00 (eastern time)**  
**No late applications accepted**

**POSITION OVERVIEW:**

This position is located in the Clerk's Office of the United States District Court in Bowling Green, Kentucky. This position performs a variety of duties including electronic court recording, receiving and filing documents, intake and cashier duties, maintaining files for the court, and managing the jury system for the divisional office.

**REPRESENTATIVE DUTIES:**

- Provide front line customer service, answer telephones, and provide appropriate procedural information to litigants, the public, and court staff. Assist the public in the use of computerized records and information databases.
- Perform case management work. Review filed documents to determine conformity and take appropriate action and follow up with rules, practices, and filing requirements.
- Responsible for the recording of court proceedings using electronic equipment. Take notes of proceedings, rulings, notices, and prepare minute entries electronically.
- Ensure courtroom technology equipment is set up and in working order to record court proceedings. Maintain a detailed log of proceedings and participants recorded. Back up courtroom audio to disc for storage.
- Prepare audio and log notes to go out for transcription. Process requests for transcripts and audio recordings.
- Perform cashier duties. Inform customers of required fees, receive payments and issue receipts. Secure funds in cash register, balance cash drawer daily.
- Open cases in CM/ECF upon receipt of initiating documents such as complaints, indictments, or petitions. Close cases upon receipt of terminating documents such as judgments and closing orders.

- Scan, create PDF files, enter data, and upload documents into the CM/ECF system, including pleadings, petitions, motions, complaints, minutes, orders, and proceedings as necessary to maintain the accuracy and completeness of the electronic case file.
- Assist with jury processes and procedures. Operate the court's Jury Management System (JMS) and e-juror component of JMS and other automated systems.
- Provide training or assistance to other employees performing ECRO duties.

### **QUALIFICATIONS:**

The applicant must be a high school graduate or equivalent. A bachelor's degree from an accredited college or university is preferred. Experience in a court or related legal field is preferred as well as familiarity with CM/ECF. Applicant must have a minimum of 3 years of work experience. At least 1 of the 3 years must qualify as specialized experience as set forth below. Educational substitutions for general work experience may apply on a year-for-year basis.

**General Experience** is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

**Specialized Experience** is progressively responsible clerical or administrative experience that demonstrates the ability to understand and apply rules, regulations, directives, or laws to case administration duties. Specialized experience also involves the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

Candidates must also demonstrate:

- Excellent organizational skill and experience handling multiple tasks and projects;
- Superior oral and written communication skills;
- Knowledge of legal terminology and processes;
- Demonstrated ability to work with a variety of automated systems;
- Ability to work with strict deadlines in a fast paced environment.

### **BENEFITS:**

Employees of the U. S. District Court are not covered by the Office of Personnel Management's civil service classification system or regulations, and are considered "at will" employees.

Benefits available include:

- 13 days paid vacation for the first 3 years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service.
- 13 days of paid sick leave per year (unlimited accumulation)
- A minimum of 10 paid holidays per year
- Federal Employees Retirement System
- Thrift Savings Plan
- Optional Federal Employee Health Benefits
- Optional Dental and Vision Benefits
- Optional Federal Employees Group Life Insurance
- Optional Flexible Spending Accounts (pre-tax accounts for health and dependent care)

- Optional CNA Long-term Care Insurance
- Credit for prior federal government service

**INFORMATION FOR APPLICANTS:**

- This position is regular and full-time.
- Applicant must be a US Citizen or eligible to work in the United States.
- Electronic Funds Transfer (EFT) for payroll deposit is required.
- As a condition of employment, an FBI Background Check or Investigation is required.
- We will not pay relocation or interview travel expenses.
- Only the most qualified applicants will be interviewed.

**HOW TO APPLY:**

Submit resume, including cover letter to:

- 1) [Careers@kywd.uscourts.gov](mailto:Careers@kywd.uscourts.gov)

Emailed documents MUST be in a PDF format for acceptance.

Or US Mail:

- 2) Human Resources Manager  
U. S. District Court  
601 W. Broadway, Room 106  
Louisville, KY 40202-2249

For additional information on the United States District Court, visit our web site at [www.kywd.uscourts.gov](http://www.kywd.uscourts.gov)

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