

UNITED STATES DISTRICT COURT
Western District of Kentucky
Announcement Number 21-08



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

LOCATION: **Bowling Green, Kentucky**

STARTING SALARY: **CL 24 (\$38,694 - \$62,904) – CL 25 (\$42,747 - \$69,462)**
If hired at a CL 24, promotion eligibility to a CL 25 after
one year.

CLOSING DATE: **Friday, April 23, 2021 or Until Filled**

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, and maintaining files for the court.

REPRESENTATIVE DUTIES:

- Make summary entries of documents. Perform quality control on attorney-docketed entries. Accept, review, and process documents. Prepare and docket deficiency notices. Perform case management work. Review filed documents to determine conformity with rules, practices, and filing requirements and take appropriate action and follow up.
- 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.
- Record court proceedings using electronic equipment. Take notes of proceedings, rulings, and 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.
- Provide training or assistance to other employees performing ECRO duties.
- Perform other duties as assigned.

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 is familiarity with CM/ECF. Applicant must have a minimum of 3 years of general experience as outlined below. For placement at the 25 level, at least 1 of the 3 years must qualify as specialized experience as outlined 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:

For more information the benefits available to you as an employee of the federal Judiciary, please review the extensive benefits section of the United States Courts website at <https://www.uscourts.gov/careers/benefits>

Benefits available include:

- A minimum of 10 paid holidays per year
- 13 days of paid sick leave per year (unlimited accumulation)
- 13 paid personal/vacation days per year for the first three years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of service
- Federal Employees Retirement System and Thrift Savings Plan
- Credit for prior federal government service
- Employee Assistance Program
- On-site Gym and Federal Health Unit
- Optional Health, Dental, Vision, Life, and Long-Term Care Insurance Programs
- Optional Flexible Spending, Health Savings, and other Pre-tax Accounts for Health Care, Child Care, Vision and Dental, and Commuter and Parking expenses

INFORMATION FOR APPLICANTS:

- Employees of the U.S. District Court are considered “at will” employees and are not covered by the Office of Personnel Management’s civil service classification system or regulations.
- This position is regular and full-time.
- 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 contacted for an interview.
- Applicant must be a US Citizen or eligible to work in the United States. For more information on citizenship requirements, visit the U.S. Courts website at www.uscourts.gov.

HOW TO APPLY:

Submit cover letter describing relevant experience, resume, and three references to:

Careers@kywd.uscourts.gov

Applications submitted in any other manner or format will not be considered.

Emailed documents **MUST be PDF Format** for acceptance.

For additional information on the United States District Court, visit our web site at:

www.kywd.uscourts.gov

AN EQUAL OPPORTUNITY EMPLOYER