

UNITED STATES DISTRICT COURT
Western District of Kentucky
Announcement Number 19-01



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

LOCATION: Louisville, Kentucky

STARTING SALARY: CL 24 – CL 25 (\$36,645 - \$65,799)
If hired at a CL24, promotion eligibility to a CL 25 after one year.

CLOSING DATE: November 16, 2018 by 5:00 pm EST
No late applications accepted

POSITION OVERVIEW:

This position is located in the Clerk's Office of the United States District Court in Louisville, 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.
- Responsible for the recording of 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.

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 Long-term Care Insurance
- Credit for prior federal government service
- Onsite fitness center and health unit

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

Careers@kywd.uscourts.gov

Emailed documents MUST be PDF format for acceptance. **Applications submitted in any other manner or format will not be considered.**

For additional information on the United States District Court, visit our web site at www.kywd.uscourts.gov

AN EQUAL OPPORTUNITY EMPLOYER