UNITED STATES JUDICIAL PANEL
on
MULTIDISTRICT LITIGATION

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United States District Court
Northern District of Alabama

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United States District Court
Eastern District of Missouri

DIRECT REPLY TO:

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Clerk of the Panel
One Columbus Circle, NE
Thurgood Marshall Federal
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Room G-255, North Lobby
Washington, D.C. 20544-0005

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VACANCY ANNOUNCEMENT
JPML No. 15-01

Position Title: Case Administrator I/II
Opening Date: September 14, 2015
Closing Date: September 25, 2015
Area of Consideration: Washington, DC
Classification Level: *CL-24/CL-25 ($37,762 - $67,798)
**Starting salary commensurate with work experience, qualifications and prior pay history*

Position Overview: This position is located in the Clerk's Office of the United States Judicial Panel on Multidistrict Litigation (Panel). The incumbent reports to the Operations Supervisor and manages the progression of cases from opening to final disposition. The incumbent is fully proficient in management and maintenance of official case records. The incumbent performs docketing, monitors the completion of the required procedural steps, and performs all necessary noticing, administrative and clerical tasks. The incumbent also reviews filed documents to determine conformity with the Panel's Rules and to ensure that all orders and automated entries are appropriately and accurately docketed.

Representative Duties:

- Manage cases as efficiently as possible from opening to closing. Review, identify and research the accuracy, timeliness and quality of data entered into the case record. Make corrections to the case record to comply with local and national procedures. Ensure that all case files and related information are accessible. Manage cases to ensure timely progression. Perform quality control on attorney-docketed entries.

- Prepare and analyze required reports. Check data from reports in order to meet quality assurance criteria. Check for prior or prohibited filings. Verify attorney's authority to practice.

- Provide excellent customer service when responding to inquiries on case status. Provide information and Electronic Case Files (ECF) instruction to outside customers. Inform customers of required fees.

- Create and process new case files. Open cases in case management system. Docket initial opening events. Sort, classify, and file case records. Audit cases for closing and review the

docket to ensure that all necessary documents are entered and deadlines are met before generating the closing order.

- Scan and convert documents filed over the counter into image files. Enter documents and proceedings on the case docket. Maintain documents in the appropriate location. Answer phone inquiries regarding case status and archive information and court procedures. Provide forms via mail, fax or e-mail, as required.

- Assist the public with electronic and paper files. Conduct additional research when necessary. Provide archive information for closed cases. Copy files information when requested.

- Test new procedures and processes to provide necessary feedback. Provide accurate noticing as required by law. Ensure that mailing records are kept accurate.

Required Qualifications and Experience: One year specialized experience equivalent to work at CL-23 for a CL-24 and/or one year specialized experience equivalent to work at CL-24 for a CL-25.

Specialized Experience: Progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills, specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws.

Preferred Experience: *Federal court experience with Case Management /Electronic Case Files (CM/ECF) preferred.* Data entry experience in a case management system. Prior court experience desirable.

Education: High school graduate or equivalent required. Education above high school level may be substituted for general experience.

Knowledge, Skills and Abilities (KSAs): Applicants must provide a narrative statement addressing the factors listed below. Each factor must be addressed separately. (MANDATORY)

1. Skill in typing, WordPerfect, and data entry
2. Ability to organize and complete projects with minimal supervision
3. Ability to work independently and as part of a team
4. Ability to communicate orally and in writing

Other: The Panel is a statutory court under federal jurisdiction. Employees of the Panel are not included in the federal civil service classification but are under an excepted appointment and, therefore, serve **at will** and can be terminated with or without cause by the Panel. Applicants must be U.S. citizens or eligible to work in the United States. Panel employees are subject to a mandatory Electronic Funds Transfer program (EFT) for payroll deposit.

Pay System and Benefits: Positions are classified on the Court Personnel System and employees receive benefits similar to civil service employees with incremental step increases. Benefits include retirement, health insurance, dental and vision insurance, life insurance, long term care insurance, flexible benefits program, transit subsidy program, paid federal holidays, annual and sick leave, credit union participation, economic cost increases and locality pay increases. ***Appointees are subject to a one-year probationary period.***

How to Apply: Applicants must submit a cover letter, résumé, and Form AO 78. The Form AO 78 can be obtained at **http://www.uscourts.gov**, click Library at the bottom of the page, click **Forms** and then click AO 078. To be considered for this position, all applications must be dated, bear an original signature, include the JPML vacancy number, include a narrative for each KSA, and be received by the closing date as described below. Mail or hand-deliver completed application to the following address:

Judicial Panel on Multidistrict Litigation
Re: Case Administrator
JPML No. 15-01
Thurgood Marshall Federal Judiciary Building
Room G-255, North Lobby
One Columbus Circle, NE
Washington, D.C. 20002

Additional Information for Applicants: The Clerk of the Panel reserves the right to modify the conditions of this vacancy announcement by withdrawing or filling more than one position described herein. Applications received in a postage paid agency envelope (penalty mail) will not be considered. Incomplete applications, faxes or e-mailed applications will not be considered. Receipt of individual applications will not be acknowledged. The Panel will communicate **only** with those applicants invited for an interview. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. ***Applications and enclosures will not be returned.***

DEADLINE FOR APPLICATIONS: Application materials that are mailed must be post marked by (or if hand delivered, received by) September 25, 2015, for consideration.

NOTE: APPLICATIONS AND ENCLOSURES WILL NOT BE RETURNED.

The Judicial Panel on Multidistrict Litigation is an Equal Opportunity Employer.