



UNITED STATES OF AMERICA  
JUDICIAL PANEL ON MULTIDISTRICT LITIGATION  
ONE COLUMBUS CIRCLE, NE  
RM. G-255, NORTH LOBBY  
WASHINGTON, D.C. 20544  
Website [www.jpml.uscourts.gov](http://www.jpml.uscourts.gov)

## VACANCY ANNOUNCEMENT

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**Position:** Case Administrator I/II  
**Vacancy Announcement Number:** 19-04 JPML-CA  
**Location:** Washington, District of Columbia  
**Salary Range:** \*CL-24/CL-25 (\$41,640 - \$74,782)  
**Date Posted:** August 19, 2019  
**Closing Date:** Open until filled (Preference given to applications received by September 3, 2019)

\*Starting salary commensurate with work experience, qualifications and prior pay history

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### **Position Overview**

This position is in the Clerk's Office of the United States Judicial Panel on Multidistrict Litigation (Panel). The incumbent reports to the Operations Supervisor. The incumbent manages the progression of cases from opening to final disposition and is 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.

The Panel is a statutory national court under federal jurisdiction and is governed principally by 28 U.S.C. § 1407. It was created by Congress in 1968. The statute provides that the Panel shall consist of seven Article III judges appointed by the Chief Justice, each of whom must reside in a different Circuit. The statute gives the Panel the authority to "centralize" related actions pending in different districts by ordering the transfer of all such actions into a single district for pretrial management. The Panel is headquartered in Washington, D.C.

### **Representative Duties**

Duties to be performed include, but are not limited to the following:

- 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**

- Candidate must be a high school graduate or equivalent.
- 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 is 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.

### **Pay System and Benefits**

The Judicial Panel on Multidistrict Litigation falls within the Judicial Branch of the U.S. Government. Panel employees are "Excepted Service Appointments". Excepted Service Appointments are "At-Will" and can be terminated with or without cause by the Panel at any time. Federal Government Civil Service classifications or regulations do not apply. Panel employees are subject to mandatory Electronic Funds Transfer (EFT) for payroll deposit.

Full-time employees are eligible for a full range of benefits such as paid vacation and sick leave, paid holidays, retirement benefits that include a defined contribution program and the Thrift Savings Plan (TSP). TSP is a 401(k) equivalent program that includes matching contributions. Additional benefits include health and life insurance, disability and long-term care insurance, dental and vision insurance, a Flexible Benefits Program which includes medical and dependent care reimbursement, and transit subsidy program. ***Appointees are subject to a one-year probationary period.***

## **Selection Process**

Only qualified applicants will be considered. Incomplete applications may not be considered. The Panel does not pay travel expenses for interviews. The Panel reserves the right to modify the conditions of this job announcement or to withdraw the announcement without prior written or other notice. All information provided by applicants is subject to verification and background investigation. False statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

## **How to Apply**

Send all attachments in one email message. All attachments must be in Adobe Acrobat (.pdf) format.

Applications must be received by: **Open until filled** (Preference given to applications received by September 3, 2019.)

Email address: *JPML-Clerk@jpml.uscourts.gov*

Subject Line: 19-04 JPML-CA

Attachments: (1) Cover letter addressing particular skills and experience; with an explanation of how those skills and experience may contribute to the organization, (2) Resume, (3) Contact information for three professional references, and (4) Completed "Application for the Judicial Branch Employment" ([AO 78](#)).

The cover letter must be no longer than three pages. Your application should include all required documents as one complete PDF attachment.

Questions may be addressed to Glenda Magruder, Administrative Officer, at (202) 502-2800.

The Federal Courts practices zero tolerance for illegal drug use.

Those applicants selected for further consideration may be subject to testing.

Applicants must be a United States Citizen or eligible to work in the United States.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.**