

**UNITED STATES DISTRICT COURT**  
**Western District of Kentucky**  
**Announcement Number 23-05**



**POSITION:** Case Administrator  
**LOCATION:** Bowling Green, Kentucky  
**STARTING SALARY:** CL 24 (\$41,368 - \$67,231) – CL 25 (\$45,682 - \$74,271)  
If hired at a CL 24, promotion eligibility to a CL 25 after one year.  
**CLOSING DATE:** Open 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 initial case docketing, receiving and filing documents and maintaining court files in compliance with federal and local rules and procedures. The Case Administrator will also perform customer service and cashier duties, provide procedural information, and collect court fees.

**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.
- 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.
- Assist the public with electronic and paper files. Answer and route incoming calls and assist the public in the use of computerized databases. Provide basic information to the public, bar, and the court.
- Pick up, sort, and process mail. Maintain the mail meter and meter log. Receive and stamp incoming documents and scan, copy, and file as appropriate. Ensure timely processing of restitution checks received by mail.
- Inform customers of required fees, receive payments, and issue receipts. Secure funds in cash register, balance cash drawer at the end of the day, and process checks and credit card payments for filed documents.
- 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 11 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, and Life 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](http://www.uscourts.gov).

## **HOW TO APPLY:**

### **Go to:**

<https://opportunities.ilnb.uscourts.gov/employment/appform.cfm?ref=pex2sd8r&pos=23-05>

You will need the following, as three (3) separate PDF documents:

1. A cover letter describing your relevant experience
2. Your resume
3. Three professional references

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

**AN EQUAL OPPORTUNITY EMPLOYER**