



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NORTH CAROLINA**



**CASE ADMINISTRATOR/COURTROOM DEPUTY
Vacancy Announcement No: 12-03**

Location: New Bern, NC

Salary Grade/Range: CL 25 - CL 26 (\$37,971 - \$67,951) *

* Depending upon experience and qualifications

Opening Date: May 21, 2012

Closing Date: Open Until Filled**

****First Cut-off Date: June 8, 2012**

The United States District Court for the Eastern District of North Carolina is seeking qualified applicants for a full-time Case Administrator/Courtroom Deputy. The position provides litigation and prisoner case management support to U.S. District Judge Louise W. Flanagan and provides back up courtroom assistance to the operations team. Although this position works closely with the judge and her chambers, this position is located in the Clerk's Office. The incumbent performs a variety of functions to support the Court, the Bar and the public.

Representative Duties:

- Examines all papers filed by prisoner litigants to determine conformity with appropriate rules, practices and/or court requirements.
- Scans and docket pleadings and orders into the Court's Case Management/Electronic Case Management File System (CM/ECF) and files hard copies in the paper file.
- May inform customers of required fees, receive payments and issue receipts. May secure funds in the cash register, process credit card payments for filed documents, and balance cash drawer at the end of the day.
- Creates and processes new case files; opens cases in the case management system and docket initial opening events. Sorts, classifies, scans and files case records. Maintains integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents.
- Reviews the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed; and makes summary entries on the docket of all documents and proceedings.
- Reviews new actions for jurisdiction and initial docketing issues including compliance with the federal and local rules of procedure. Sets schedules for briefing and record preparation. Refers cases to judge or court attorneys for action. Rules on motions as permitted by local rules. Drafts proposed orders.
- Assists in managing the judge's prisoner, civil, and criminal cases by calendaring and regulating case movement. Assists in scheduling conferences, hearings, trials and other case processes.
- Attends court sessions and conferences as necessary; records court proceedings; assists with the orderly flow of proceedings; takes notes of proceedings, rulings, notices and prepares minute entries electronically; maintains contact with counsel during deliberations.
- Keeps judge and immediate staff informed of case progress. Assists the judge and parties in jury selection and maintain records of jury selection and attendance. Acts as liaison between the clerk's office, the bar, the public, and the judge to ensure that cases proceed smoothly and efficiently.
- Assists in the accurate statistical reporting requirements of the Administrative Office.
- Works closely with other members of the operations team.
- Performs other duties as assigned.

Education/Qualifications:

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. To qualify for the position, candidates must have a high school diploma or equivalent, and at least one year of specialized work experience. Specialized experience is progressively responsible clerical or administrative work including the use of legal terminology, and the application of a body of rules, regulations, directives or laws. Candidate must possess the ability to communicate information accurately, effectively, and in a timely manner to individuals within and outside the court unit. The successful candidate must be detail-oriented, present a professional demeanor, and possess strong organizational, analytical, and oral/written communication skills. The ability to work in a fast-paced environment under strict deadlines is a must. Solid computer skills are required, including proficiency in the use of word processing software and Windows-based applications.

Preference will be given to applicants who have a four-year college degree in related field; experience and judgment with legal documents such as those which might be found in a law office or in another court in the judicial system, or prior paralegal experience. Strong preference is given to candidates who have experience in both civil and criminal law.

Benefits:

Electronic Fund Transfer (EFT) for payroll deposit is required. Benefits include paid vacation, sick leave, 10 paid holidays, a flexible benefits program; portable retirement plan with matching contributions; and a professional environment.

Application Procedures:

Applicants must submit an application package to include: cover letter, resume, and the official AO 78 Application Form to :

**U.S. District Court EDNC
Attn: Human Resources
310 New Bern Avenue, Room 434
Raleigh, NC 27601**

Application packages that are received by the initial cut-off date will be given first consideration.

Official application (AO78) may be obtained at www.nced.uscourts.gov . Travel and relocation expenses will not be reimbursed. Final candidates are subject to a background and fingerprint check.

This agency provides reasonable accommodations to applicants with disabilities. Employees of the court are required to adhere to a Code of Ethics and Conduct policy. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice. Due to the volume of applications received, only candidates in consideration for this position will be contacted.

-The U.S. District Court is an Equal Opportunity Employer-