



U. S. District Court Southern District of Mississippi

Case Administrator Vacancy Announcement MSSD-2021-02

POSITION

Case Administrator

LOCATION

Jackson, Mississippi

SALARY/TARGET

CL 25/26- \$42,747 to \$58,842 (actual salary will be based on qualifications and experience)

Promotion potential to CL 26 without further competition

POSITION AVAILABLE

May 10, 2021

APPLICATION CLOSING DATE

Open Until Filled. **To be assured of consideration, applications should be received by April 2, 2021.**

ANNOUNCEMENT

MSSD-2021-02

The U. S. District Court, Southern District of Mississippi, is an Equal Opportunity Employer

POSITION OVERVIEW / RESPONSIBILITIES

The United States District Court for the Southern District of Mississippi is accepting applications for a position of CASE ADMINISTRATOR in the Clerk's Office in Jackson, Mississippi.

Responsibilities include:

- Review filed documents for conformity with rules and regulations. Perform Quality Control on attorney and chambers docketed entries.
- Perform civil docketing by applying the Federal Rules of Civil Procedure and the Uniform Local Civil and Criminal Rules.
- Process daily filings and distribute judgments and orders pursuant to the Internal Procedures of the Clerk's Office.
- Check for prior or prohibited filings. Verify attorney's authority to practice.
- Monitor for release of exhibits and sealed documents.
- Verify and issue process.
- Manage progression of assigned cases to final disposition.
- Perform criminal docketing by applying the Federal Rules of Criminal Procedure and rules of the Speedy Trial Act.
- Perform Quality Control on criminal cases and monitor assigned cases to ensure completion of required procedural steps.
- Provide procedural or case information to the public, attorneys, and the court.
- Transmit records to appropriate court. Ensure event codes are entered accurately.
- Open new cases in the court's electronic filing system.
- Respond to inquiries and requests by providing assistance and support to chambers, the public, Administrative Office, and other court units.
- Perform other duties as assigned.

Court employees are not civil service employees and serve at the will of the Court. **All court employees must be aware of and in compliance with the canons of federal judicial conduct and are subject to mandatory background and security investigation.**

All court positions are subject to budgetary or organization reduction which could result in the elimination of this position.

EDUCATION AND QUALIFICATIONS

TO MEET THE MINIMUM REQUIREMENTS FOR THIS POSITION, APPLICANT MUST:

- Possess a high school diploma or the equivalent and must have two years of general experience and at least one year of specialized experience requiring regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives or law and involve the routine use of specialized terminology and automated software; such experience is commonly encountered in a legal-related field such as found in a law office or clerk's office of a federal, state or local court.
- Possess the ability to operate electronic data and word processing equipment.
- Possess a good knowledge of spelling, punctuation, grammatical usage, and legal terminology and be able to communicate clearly and concisely, both orally and in writing.
- Consistently perform all duties of the office in a professional and friendly manner in working with the public and court staff.
- Reside within reasonable daily commuting distance of the United States Courthouse in Jackson, Mississippi.

BENEFITS

The judiciary offers a generous benefits package which includes:

- 10 paid holidays
- Paid sick and annual leave
- Medical insurance options (requires employee contribution)
- Life insurance options (requires employee contribution)
- Retirement options including participation in the Thrift Saving Plans (tax deferred or Roth retirement savings)
- Long term care plan options
- Long term disability plan options
- Flexible spending account options

MISCELLANEOUS INFORMATION

- Employees of the federal judiciary serve under "Excepted Appointments" and are considered "at-will" employees and can be terminated with or without cause at any time with the exception of Probation Officers, who must be removed for cause per 18 U.S.C. 362.
- Employees of the judiciary are required to use direct deposit for their salary payments.
- Candidates must be citizens of the United States of America or be eligible to work in the United States.

APPLICATION PROCESS

Applications should be received by April 2, 2021. Qualified applicants should submit the following documents:

- A cover letter and resume of qualifications, education and employment experience, including references; AND
- A completed Application for Judicial Branch Employment (AO 78), which is available at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>.

Applications may be submitted via email, hand delivery or mail, as follows:

via email to:

hr_manager@mssd.uscourts.gov

(subject: Case Administrator – MSSD-2021-02)

Please note: When submitting via email, documents should be submitted as a single PDF document.

By mail or hand-delivery to:

Arthur Johnston, Clerk
U.S. District Court, Southern District of Mississippi
501 E. Court St., Suite 2.500
Jackson, Mississippi 39201

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