



***Career Opportunity  
Case Administrator I - II  
Clerk's Office  
Portland, Oregon  
Vacancy Number ORD-21-10  
Closing Date: December 13, 2021***

**THE POSITION**

The Clerk's Office of the United States District Court for the District of Oregon is now accepting applications for the position of Case Administrator in the Portland Division. As a member of the case management team, the Case Administrator manages the progression of civil and criminal cases and related proceedings from opening to final disposition. The incumbent performs docketing, monitors the completion of the required procedural steps, and performs the necessary noticing and administrative and clerical tasks.

**Representative Duties:** Responsibilities of this position may include, but are not limited to, the following:

- Manages civil and criminal cases from opening to closing; ensures timely progression and disposition of cases; reviews, identifies, and researches the accuracy, timeliness, and quality of data entered into the case record; makes corrections to the case record to comply with local and national procedures; and ensures that all case files and related information are accessible.
- Prepares and analyzes required reports, and checks data from reports in order to meet quality assurance standards.
- Opens new case files in case management system; assigns case numbers to judges; and verifies attorney's authority to practice.
- Monitors proper access to records; verifies and issues summons; and provides noticing as required by law.
- Scans and docket documents filed conventionally and enters documents and proceedings on the case docket.
- Performs quality control on external and internal docketed entries to ensure the accuracy and integrity of official court records.
- Ensures that all automated entries are appropriately linked for proper case management.
- Assists with order processing and providing back-up coverage for team members and other departments, as required.
- Audits cases for closing and checks the docket to ensure that all necessary documents are entered and deadlines are met before generating the closing order.
- Tests new procedures and processes and provides feedback.
- Assists the public with electronic and paper files; conducts case research as required; provides archive information for closed cases; provides file copies as requested; and maintains mailing records.
- Prepares case documents for appeals, and reviews filed documents to determine conformity and takes appropriate action.
- Other duties as assigned.

## **SALARY RANGE**

This position is classified at CL 24 (\$41,293 - \$67,130) to CL 25 (\$45,619 - \$74,129) depending upon the qualifications and experience of the successful candidate. A CL 24 has possible promotional opportunity to CL 25 without further competition.

## **QUALIFICATIONS**

**Minimum Qualifications:** Candidates must have a high school diploma or equivalent and have at least one year of specialized experience.

Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

**Desired Qualifications:** Bachelor's degree from an accredited college or university. Experience in a legal setting and CM/ECF (Case Management/Electronic Case Filing) experience is highly desirable.

### **Candidates must also demonstrate:**

- A consistent past employment record;
- Experience in dealing with routine and complex assignments;
- Excellent typing and proofreading skills;
- A demonstrated ability to think through, analyze, and interpret written communications;
- Ability to prioritize tasks and work assignments;
- Superior oral and written communication skills;
- Strong interpersonal skills; and
- A professional demeanor and appearance appropriate for a law or professional office environment.

## **HOW TO APPLY**

To apply, submit the following:

1. A letter of interest;
2. [Application For Judicial Branch Federal Employment](#);
3. Chronological resume; and
4. A list of 3 professional references.

Send electronically to [hr2@ord.uscourts.gov](mailto:hr2@ord.uscourts.gov) in pdf form or mail to the address below. Electronic submissions should be combined into one pdf document. Applicant packets must arrive by 4:30 p.m. on Monday, December 13, 2021. Application forms are available on the Court's website at **[www.ord.uscourts.gov](http://www.ord.uscourts.gov)** in fillable format. Please type or print all information and sign and date forms where indicated. **Incomplete packets and those submitted after the deadline date will not be considered.** Verification of employment and education and reference checks will be made prior to any offer of employment.

**Case Administrator**  
Office of the Clerk  
Human Resources Division  
United States District Court, District of Oregon  
1000 SW Third Avenue, Suite 740  
Portland, Oregon 97204

The Court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Division of the Clerk's Office at 503-326-8165. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

**[ABOUT U.S. DISTRICT COURT FOR THE DISTRICT OF OREGON](#)**

**[EMPLOYEE BENEFITS](#)**

**[CONDITIONS OF EMPLOYMENT](#)**

***The United States District Court for the District of Oregon is an Equal Opportunity Employer***