

U.S. DISTRICT COURT FOR THE DISTRICT OF ALASKA
Case Administrator (CL-25)

Posted: January 16, 2009

Salary range: \$32,741 - \$40,949 (DOE), plus 23% cola, subject to change

[Vacancy Announcement #2009-02 - Open until filled] Location: Fairbanks, Alaska
Full-Time Indefinite

Position Overview:

This is an entry level position located in the Operation's Section of the U.S. District Court Clerk's Office. The incumbent will assist the public with case filings, write receipts for various fees, retrieve archive records, scan documents, enter cases in the Electronic Case Filing System, and assist with the jury process. The incumbent will also receive training in courtroom deputy duties.

Qualifications and Skills:

The incumbent must have excellent computer skills and experience using Word Perfect, Lotus Notes (or a similar e-mail program), and Adobe. Ability to communicate effectively with others and also to work well, independently. Excellent customer service skills are required.

High school graduation or equivalent, required.

Specialized experience - A minimum of one year specialized experience equivalent to work at the CL-24. Operational court support positions require experience in applying recurring procedures and using specialized terminology that demonstrates the ability to apply a body of rules, regulations, directives or laws. Although on-the-job training will be provided, experience needed to qualify as an applicant is commonly encountered in law firms, legal counsel offices, in a court or related legal field.

Benefits:

Employees are eligible for the following: 13 days annual leave (increases with service), 13 days sick leave, family medical leave, and at least 10 paid holidays per year; participation in the retirement system including the government Thrift Savings Plan; optional participation in the Federal Health Insurance Program (with a wide choice of plans); participation in a pretax flexible spending accounts program; and voluntary participation in a life insurance program.

Information for Applicants:

The United States District Court is an Equal Opportunity Employer. The incumbent must be a United States citizen or eligible to work in the United States. Expenses for interviews or relocation are not authorized for reimbursement. This position is subject to mandatory Electronic Fund Transfer (EFT) or direct deposit for payment of net pay. The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without prior

notice. All court employees are “at will” employees in the excepted service. The incumbent is subject to a background check as a condition of employment. Due to the volume of applications received, the court will only communicate with those individuals who will be interviewed.

How to apply:

Provide a (1) *Letter of Interest* in full sentence format that addresses: Why you are interested in making a change from your current position or field to this position with the Federal Court; and describe your knowledge and skills that best relate to this position. (2) *Current Resume* [be sure to include both month and year date ranges of work history]; (3) *two professional references*.

Mail to:

U.S. District Court
[Attention: Marvel Hansbraugh] “Confidential”
Clerk’s Office
222 W. 7th Ave., Box 4
Anchorage, AK 99513

(Or)

Fax to: (907) 677-6162

(Or)

Email to: Marvel_Hansbraugh@akd.uscourts.gov

Subject line: Applicant