



*United States District Court  
District of Alaska  
222 W. 7<sup>th</sup> Avenue, Box 4, Rm 229  
Anchorage, Alaska 99513  
[www.akd.uscourts.gov](http://www.akd.uscourts.gov)*

Position:	Case Administrator II, Job# USDC 20-02 (Permanent, Part-time) (20 hours per week)
Opening Date:	August 26, 2020
Closing Date:	Open until filled
Starting Salary:	\$23,654 - \$38,475 (CL 25, Step 1-61)* *Depending on qualifications and experience
Location:	Fairbanks, Alaska

The United States District Court for the District of Alaska is seeking qualified applicants for the position of Case Administrator in Fairbanks, Alaska. The Case Administrator monitors the progression of civil and criminal cases and related proceedings. They receive and review incoming court documents with conformity with federal and local rules, and perform customer service and cashier duties for the purpose of providing procedural information and collection court fees.

**REPRESENTATIVE DUTIES:**

- Open and process new appeals and appeal related documents. Process opinions and close appeals. Make summary entries on all documents and proceedings.
- Check for prior or prohibited filing. Verify attorney's authority to practice.
- Inform customers of required fees, receive payments and issue receipts. Process credit card payments for filed documents.
- Create and process new case files. Docket initial events. Retrieve files and make copies of records for court personnel, attorneys or others. Certify court documents and ensure data quality.
- Prepare, ship, and retrieve records from the appropriate Federal Records Center. Scan, copy, file and pick-up, and sort mail. Process e-mail received by electronic filers. Maintain court files.
- Assist the public with electronic filing. Answer calls assisting attorneys and pro se litigants with filing questions and case status.
- Audit quality assurance of civil, criminal, and miscellaneous cases and issue civil summons when appropriate.
- Perform electronic court recording of court proceedings. Set-up and troubleshoot the electronic evidence presentation systems, and assisting with the orderly flow of proceedings.
- Other duties and responsibilities as assigned.

**QUALIFICATIONS:**

Applicants must be a high school graduate, or equivalent, with a minimum of two years of specialized experience to include progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and the demonstrated ability to apply a body of rules, regulations, directives or laws.

Specialized experience includes progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

**BENEFITS:**

Employees of the U.S. District Court are entitled to benefits, which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan from several options, dental, vision, life insurance, long term disability, long term care, annual/sick leave, federal holidays, and periodic salary increases.

**CONDITIONS OF EMPLOYMENT:**

Employees must be United States citizens or eligible to work in the United States. Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request. The successful candidate for this position is subject to a background clearance which includes fingerprinting.

**APPLICATION PROCEDURE:**

Qualified candidates may apply by e-mailing the following:

- a cover letter detailing how your qualifications meet the job requirements,
- a current resume,
- a list of three work references who can be contacted, with current contact information, including telephone numbers,
- AO-78,
- send as a single .pdf document to: [HR@akd.uscourts.gov](mailto:HR@akd.uscourts.gov)

**Incomplete applications may not be considered.**

*The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.*

The United States District Court is an Equal Opportunity Employer