



**UNITED STATES DISTRICT COURT  
DISTRICT OF HAWAII**

**VACANCY ANNOUNCEMENT  
No. 2022-09**

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Position:	<b>CASE ADMINISTRATOR</b>
Terms of Employment:	Full-time, Excepted Service
Classification Level:	Court Personnel System, CL 24-26 Table HI - Hawaii Grade: CL 24-26 steps 1-61; Salary range: \$45,056 - \$89,130* Starting salary dependent on qualifications and experience. Promotion within the noted classification range available without competition, based on performance, budget, and needs of the office. <i>*Salary noted above includes a 9.75% Hawaii Cost of Living Adjustment (COLA) for 2022, subject to change annually.</i>
Position Location:	Office of the Clerk United States District Court Prince Kuhio Federal Building and U.S. Courthouse 300 Ala Moana Boulevard Honolulu, HI 96850
Closing Date:	Position open until filled. Priority consideration for applicant packets received by 4:00 PM on Friday, September 9, 2022.

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The Clerk's Office of the United States District Court is a career-oriented organization focused on providing exceptional service to the court, members of the legal community, and the general public. Currently, we are seeking applicants for a full-time **Case Administrator** position.

The Case Administrator reports directly to the Operations Supervisor and is primarily responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition, in accordance with approved internal controls, procedures and rules. The Case Administrator performs docketing, manages the progression of cases, maintains official case records, monitors the completion of required procedural steps, prepares case documents for appeal, reviews filed documents to determine conformity and takes appropriate action, ensuring that all orders and automated entries are appropriately and accurately docketed.

**REPRESENTATIVE DUTIES:**

- Receive and review incoming/filed documents to determine conformity with appropriate rules, practices, and/or court requirements. Certify court documents.
- Manage the progression of cases and maintain the official case record in a timely and accurate manner, to include:
  - o Assigning case numbers to judges;
  - o Opening cases, closing cases and making summary entries of documents and proceedings on the docket;
  - o Preparing and transmitting notices to appropriate parties;
  - o Preparing warrants;
  - o Verifying and issuing summons;

- o Check for prior prohibited filings and verify the attorneys authorization to practice;
  - o Monitoring the completion of required procedural steps, related to the requirements of the Speedy Trial Act and the release of sealed documents;
  - o Preparing case documents for appeal, ensuring that all orders and automated entries are appropriately and accurately docketed;
  - o Performing quality control review of docketed entries and preparing deficiency notices to parties.
- Answer inquiries on case status and provide basic procedural information to the public, bar, and the Court. Assist the public in the use of the Court's electronic and case filing systems.
  - Retrieve, scan, copy, file, and sort mail. Process mail. Process e-mail received from electronic filers.
  - Prepare correspondence regarding case inquiries, docket sheets, and other file request requirements.
  - Inform customers of required fees. Receive payments and issue receipts. Secure funds in the cash register. Balance cash drawer at the end of the day.
  - Perform administrative, clerical tasks, and other duties, as assigned.

**SALARY AND QUALIFICATIONS:**

Starting salary depends on qualifications, experience and court budget. This position is graded under the Court Personnel System.

**Minimum Qualifications:**

Applicant must be a high school graduate and have a minimum of two years of general experience, defined as progressively responsible clerical, office or other work experience that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Applicant must also have one year of specialized experience, defined as 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 involved the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such specialized experience is commonly acquired when working in a law firm, legal counsel office, bank or credit firm, educational institution, social service organization, insurance company, real estate and title office, corporate headquarters or in a human resources/payroll operation.

Educational Substitutions - Education above the high school level may be substituted for required general experience on a year for year basis, but not for specialized experience, which requires hands-on work experience as defined above.

**Qualified applicants will also:**

- Have the ability to communicate effectively (orally and in writing) with individuals and groups.
- Be highly motivated, personable, dependable, adaptable, and able to remain calm under pressure.
- Be able to type and use word processing and other computer programs utilized by the court, including but not limited to, Adobe and Excel.
- Excellent customer service skills.
- Ability to interact with a wide variety of people tactfully and courteously.
- Ability to work effectively as part of a team, providing assistance to co-workers and demonstrating a willingness to complete a wide variety of tasks as needed.
- Ability to maintain strict confidentiality, demonstrating sound ethics and good judgment at all times.
- A professional demeanor and appearance appropriate for a court environment is essential.

### **Preferred Qualifications:**

- Operational and/or administrative experience within the federal judiciary.
- Broad knowledge and understanding of policies and procedures of the court, and of federal and local rules.
- Bachelor's degree from an accredited college or university.

### **CONDITIONS OF EMPLOYMENT:**

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. The selected candidates will be provisionally hired subject to successful completion of a background investigation by law enforcement agencies, which includes an FBI fingerprint check.

Court employees are required to adhere to the [Code of Conduct for Federal Judicial Employees](#). This position is subject to mandatory electronic funds transfer for payroll direct deposit.

All new employees must be fully vaccinated against COVID-19 (as defined under the court's Vaccination Policy) and, prior to the established start date, present proof of vaccination or submit a request in writing for an exemption to this requirement on the basis of a sincerely held religious belief or medical condition. Forms to verify vaccination status and/or request an exemption are available from Human Resources.

### **BENEFITS:**

Although Federal Government Civil Service classifications/regulations do not apply, court employees are entitled to similar benefits as other Federal Government employees. These benefits include participation in the Federal Employees' Retirement System (FERS), a three-tier system which contributes to the Social Security Retirement Program, a basic pension benefit and the Thrift Savings Plan (similar to a 401k plan with employer matching contributions), as well as Federal Employees' Health, Dental and Vision Benefits, Federal Employees' Group Life Insurance and Long-Term Care Programs, Flexible Benefits Program, paid holidays and annual/sick leave accrual. See the United States Courts website for an overview of [Federal Judiciary benefits](#).

### **APPLICATION PROCESS:**

It is recommended that applications be submitted as soon as possible. To ensure consideration, qualified applicants must submit one of each of ALL of the following documents combined into a **single PDF**:

- 1) Letter of interest;
- 2) An updated resume;
- 3) A completed and signed AO-78 (Judicial Branch Federal Employment application), which is available from the Hawaii U.S. District Court website: [www.hid.uscourts.gov](http://www.hid.uscourts.gov) under FORMS and "Miscellaneous, or on the Employment Page;" and
- 4) Three professional references with current contact information.

You must submit **ALL** required documents to be considered for this opportunity; incomplete packets will not be considered. Non-submission of the required documentation listed above or an incomplete application packet may disqualify applicant from further consideration.

Please submit as one PDF via email to: [careers@hid.uscourts.gov](mailto:careers@hid.uscourts.gov) with subject line:  
*VA 22-09 Case Administrator (your name).*

Due to the anticipated high volume of applicants, the U.S. District Court will only communicate with those individuals who will be invited for personal interviews and only applicants who are interviewed will receive a response regarding their application status. Interview and relocation expenses are not eligible for reimbursement.

The District of Hawaii, U.S. District Court reserves the right to modify or withdraw this vacancy announcement, to fill the position any time before the closing date, or to fill more than one position from this vacancy, any of which may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Clerk of Court may choose to select a candidate from the original qualified applicant pool.

*AN EQUAL OPPORTUNITY EMPLOYER*