

**UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OKLAHOMA**  
**VACANCY ANNOUNCEMENT – CASE ADMINISTRATOR # FY 24-06**

**BASIC INFORMATION**

<b>Position Title:</b>	Case Administrator
<b>Employment Type:</b>	Full-Time, Permanent
<b>Location:</b>	Tulsa, Oklahoma
<b>Area of Consideration:</b>	Open to All Qualified Applicants
<b>Grade/Annual Salary Range:</b>	CL 23/1 - CL 25/25, \$39,212 - \$59,966 (depending on qualifications & experience)
<b>Opening Date:</b>	July 30, 2024
<b>Closing Date:</b>	Open Until Filled*
<b>Anticipated Report Date:</b>	TBD

The United States District Court for the Northern District of Oklahoma is seeking qualified applicants for the position of Case Administrator. The Court is comprised of 11 judicial officers and a Clerk’s Office staff of 38 employees. Whether launching or continuing a career in public service, the Clerk’s Office for the Northern District is a great place to work with competitive salaries and benefits and the opportunity to work with colleagues committed to fulfilling the important mission of administrating justice in an efficient and effective manner.

**POSITION OVERVIEW**

The Case Administrator performs various administrative functions, including making summary entries of documents in the court’s Case Management/Electronic Case Filing (CM/ECF) system and interacting with attorneys, pro se litigants, government agencies and the public. This position reports directly to the Operations Manager.

This position offers an opportunity for a motivated and competent individual to gain the broad range of experience and exposure necessary to become competitive for positions of greater responsibility within the Judiciary.

**REPRESENTATIVE DUTIES**

- Greets members of the public, bar, and other court-related agencies at the court intake reception area.
- Inputs data and makes summary entries into the court’s Case Management/Electronic Case Filing (CM/ECF) system.
- Performs quality control reviews of electronically filed pleadings, noting errors and follows appropriate procedures to correct them.

- Assures the quality of all documents and proceedings entered on the automated docket sheet.
- Assists in case management by ensuring that all automated docket entries are appropriately linked and routed.
- Processes notices of appeal and related documents.
- Answers and routes telephone calls.
- Answers and responds to telephone and in-person inquiries from the general public, members of the bar, and other court-related agencies on case status, court procedures and filing processes.
- Answers and responds to inquiries from attorneys, chambers, and related agencies about the CM/ECF system.
- Processes emails received from electronic filers.
- Receives, stamps, and reviews incoming documents to determine conformity with appropriate rules, practices, and/or court requirements.
- Scans documents received in paper format.
- Makes copies of records for court personnel, attorneys, and others.
- Processes and distributes incoming mail.
- Processes and meters outgoing mail.
- Receives payments, issues receipts, and informs customers of required fees.
- Performs other duties, as assigned.

## QUALIFICATIONS

### Required Qualifications

- Must be a high school graduate, or equivalent.
- For CL 23, must have two years of general experience.
- For CL 24 and CL 25, must have one year of specialized experience.

**General experience** is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position. Education above high school may be substituted for general 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 work 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.

**Educational Substitution** is education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

### **Court Preferred Qualifications**

- Experience working in a federal or state court or the legal field.
- Experience using a Case Management/Electronic Case Filing (CM/ECF) program.
- Experience using Microsoft Office products.
- Bachelor's Degree.

### **JOB REQUIREMENTS**

- Must exhibit the highest standards of excellence, integrity, and customer service, and display, at all times and to all persons, a courteous, professional, and cooperative attitude.
- Must have the ability to maintain strict confidentiality.
- Must have the ability to take initiative and work successfully and collaboratively in a team- based environment where accuracy and attention to detail and procedure is critical.
- Must have the ability to work calmly under pressure, handle multiple tasks simultaneously, and adapt easily to change.
- Must have the ability to analyze problems and assess the practical implications of alternate solutions.
- Must have the ability to prioritize tasks and work assignments and consistently meet deadlines and targeted goals.
- Must have the ability to learn, understand, and use the Court's software programs.
- Must have the ability to learn, understand, and apply data quality principles/practices.
- Must have the ability to learn and apply a body of rules, regulations, directives, or laws.
- Must have the capacity to employ one's knowledge, skills, and abilities in the resolution of problems.
- Must have solid computer skills.
- Must have excellent verbal and written communication and interpersonal skills.
- Must be well organized, detail-orientated, and self-motivated.
- Must be dependable and have a strong work ethic.
- Must display a pleasant and positive attitude and be service oriented.

### **CONDITIONS OF EMPLOYMENT**

Applicants must be United States Citizens or eligible to work in the United States. Judiciary employees serve under excepted appointments, are considered "at-will", and serve at the pleasure of the court. All court employees are required to adhere to a Code of Conduct which can be reviewed [here](#). A background investigation, including an FBI fingerprint and criminal records check, will be conducted. The selectee will be hired provisionally pending successful completion of the investigation and receipt of a favorable suitability determination. Court employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit. If hired at a lower level, promotion to a higher level, budget allowing and when determined qualified, could occur without further competition.

## **BENEFITS**

A generous benefits package is available which includes a minimum of 11 paid holidays; paid annual and sick leave; health, life, and long-term care insurance benefits; flexible benefits, a retirement plan, a Thrift Savings Plan(401K), and wellness and employee assistance programs. For more information, please click [here](#). Also, the Federal Courthouse has an onsite fitness center and parking is provided.

## **OTHER/GENERAL INFORMATION**

Only applicants selected for an interview will be contacted. If selected for an interview, any related expenses will not be reimbursed. The Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written notice. More than one vacancy may be filled under this announcement.

## **APPLICATION INFORMATION**

To apply for this position, please submit: (1) a cover letter which addresses qualifications, skills, and experience necessary to perform the job duties; (2) a chronological resume; (3) a list of three professional references including contact information; and (4) an Application for Judicial Branch Federal Employment (Form AO-78). The application form can be found [here](#). The Optional Background Information on Page 5 of the application is not required for this position.

The documents can be emailed, in one pdf, to [okndhr@oknd.uscourts.gov](mailto:okndhr@oknd.uscourts.gov) or mailed to U. S. District Court, Northern District of Oklahoma, Attention: Human Resources Office, Page Belcher Federal Building, 333 W. 4th Street, Suite 411, Tulsa, OK 74103. Questions can be directed to 918- 699-4841.

**The United States District Court is an Equal Opportunity Employer**

\*Revised on 9/26/2024 to remove the priority application date of 8/16/2024



## TOTAL COMPENSATION STATEMENT

**\* SAMPLE FOR ILLUSTRATION PURPOSES ONLY \***

**POSITION:** Case Administrator, Full-Time  
**LOCATION:** Tulsa, Oklahoma  
**STARTING LEVEL:** CL 23/01-25/25  
**SALARY:** \$49,589 per Annum

The Federal Judiciary provides a generous benefit package which, in addition to salary, is an important component of total compensation. This total compensation statement illustrates the value of the Federal Judiciary benefits. Please be advised that the information is tailored to this position as above, however some of the individual benefit values may vary based on your benefit choices.

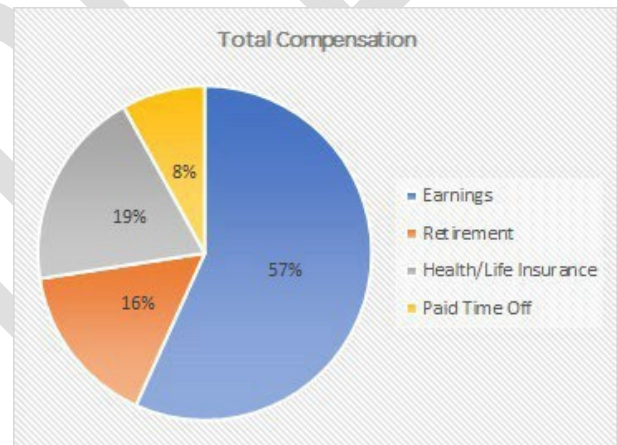
### EARNINGS

**\$49,589**

Retirement Benefits \$13,736.15  
 Health/Life Insurance \$16,901.28  
 Paid Time Off \$7,056.90

**TOTAL EMPLOYER CONTRIBUTIONS \$37,694.33**

*Employer contributions represent 43.19 % of total compensation*



**TOTAL COMPENSATION**

**\$87,283.33**

## EMPLOYER CONTRIBUTIONS

### Retirement Benefits

- ❖ Retirement - Basic Benefit (FERS) 16.5 – 18.4% of basic pay for FY24, varies by type of FERS employee (FERS, FERS RAE or FERS FRAE)
- ❖ Thrift Savings Plan - Automatic Contribution 1% of Basic Pay for FERS employees
- ❖ Thrift Savings Plan - Employee Matching Up to an additional 4% of Basic Pay  
*Judiciary matches dollar for dollar for the first 3%, then 50 cents for every dollar contributed after that, up to 5%*
- ❖ Social Security 6.2% of earnings up to SS Wage Base

## Health /Life Insurance

- ❖ Health Insurance – FEHB Approximately 72% of FEHB Premium
- ❖ Life Insurance - FEGLI BASIC option \$.075 per every \$1,000 of insurance

## Paid Time Off

- ❖ Sick Leave 4 hours per pay period = 104 hours per year
- ❖ Annual Leave 4 – 8 hours per pay period based on length of service
  - 0–3 years = 104 hours/year*
  - 3–15 years = 160 hours/year*
  - 15+ years = 208 hours/year*
- ❖ Paid Holidays 11 federal holidays

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## **ADDITIONAL BENEFITS**

- ❖ Dental Insurance, *premiums paid on a pre-tax basis*
- ❖ Vision Insurance, *premiums paid on a pre-tax basis*
- ❖ Flexible Spending Accounts, *contributions paid on a pre-tax basis*
- ❖ Paid Parental Leave, *12 weeks*
- ❖ Long-term Care Insurance
- ❖ Employee Recognition Program
- ❖ Professional Education and Training
- ❖ Benefit and Retirement counseling and training
- ❖ Onsite Gym
- ❖ Employee Assistance Program (EAP)