

**UNITED STATES COURTS
FIFTH JUDICIAL CIRCUIT
POSITION RECRUITMENT ANNOUNCEMENT**

Position Title:	Case Administrator II
Duty Station:	New Orleans, Louisiana
Salary Range:	CL 25/1 - \$47,966.00 - CL 25/61 \$77,966.00
Opening Date:	September 19, 2024
Closing Date:	October 3, 2024

The Staff Attorneys' Office for the Fifth Circuit is accepting applications for the position of Case Administrator. Promotional potential to the next Classification Level (CL) without further competition. To apply, please email a letter of application and resume to:

Jenifer A. Rebouche
Staff Attorneys' Office
U.S. Courts, Fifth Judicial Circuit
Jenifer_Rebouche@ca5.uscourts.gov

Position Overview

This position is located in the Staff Attorneys' Office (SAO). The incumbent performs various case administrative functions and is responsible for maintaining and processing case information and managing the progression of the cases, in accordance with approved internal controls, procedures, and rules. The incumbent serves as a case processing specialist.

Representative Duties

Identifies, and classifies cases received from the clerk's office and enter case related information into the staff attorneys case tracking system. Reviews information related to pending cases to ensure that all records and reference material are available for use by the staff attorneys. Monitors case process through the case tracking system and assures that miscellaneous filings received after submission are properly recorded and timely submitted to the attorneys. Answers inquires on case status.

Edits materials prepared by the attorney for accuracy, proper grammar, and spelling. Verifies all legal citations for correct format using A Uniform System of Citation (Harvard Bluebook), by computer assisted legal research (WESTLAW and LEXIS). Advises staff attorney of any discrepancies or subsequent case history which may affect the validity of the cited legal authority.

Closes cases upon receipt of terminating documents. Prepares and transmits to the clerk's office and judges' chambers research memoranda and orders. Advises staff attorney of docket events occurring subsequent to final case preparation and before case is transmitted to hearing panel.

Examines orders and proposed opinions and researches case files to determine whether orders or proposed opinions address all outstanding motions.

Drafts correspondence for and/or initiates contact by either letter or telephone with staff attorney, judges, and other court personnel as appropriate and signs routine correspondence as authorized.

Receives, screens, and routes mail and telephone calls to appropriate persons or offices. Answers routine inquiries and provides assistance. Inquiries come from many sources, including judges and their staffs, other court support units, other courts, the public, and members of the bar. Maintains the confidentiality of sensitive matters. Answers queries on procedures and status of cases.

Act as a backup to other case administrators on case administration issues. Other duties as assigned.

Qualifications

High school diploma

2 years of responsible clerical or administrative experience

Proficient in Word

Fast and accurate typing skills

Excellent oral and written communication skills

Demonstrated ability to work as a team member to achieve a common goal

Conditions of Employment

U.S. citizenship required or must meet requirements under current law. Positions with the U.S. Courts are excepted service appointments or “at will.” The initial appointment is provisional and contingent upon satisfactory completion of a background investigation. Direct deposit of pay required

Benefits

Although not civil service employees, federal court term, employees share in most of the federal fringe benefit programs, including paid leave, holidays, health insurance, life insurance, longterm care insurance, vision and dental insurance.

Fifth Circuit Profile

The Fifth Circuit is composed of the States of Texas, Louisiana, and Mississippi and represents the second largest circuit (both in case filings and authorized personnel) in the federal court system.

Applicants are encouraged to apply as soon as possible. The court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, fill the position(s) sooner than the closing date, or to extend the closing date, any of which actions may occur without any prior written or other notice. Due to the volume of applications received, only those individuals selected for an interview will receive notice. Funding is not available to support interviewee travel.

The Fifth Circuit is an Equal Opportunity Employer.