



## Position Announcement

**Position:** Case Administrator / Intake Clerk

**Location:** Burlington, Vermont

**Announcement Number:** 2023-01

**Position Status:** Full-Time Permanent

**Opening Date:** February 1, 2023

**Closing Date:** Open until filled

**Classification Level:** CPS CL-25 (Promotional Potential to CL-26)

**Full Salary Range:** \$46,392 - \$75,525

**Developmental Salary Range:** \$46,392 - \$57,521

Salary dependent upon qualifications and experience, including court preferred skills.

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The Clerk's Office for the United States District Court for the District of Vermont provides administrative, operational, and technical support to the federal court at two staffed locations: Burlington, and Rutland. This position is located in the Clerk's Office headquarters in Burlington. The incumbent receives and processes case-related documents, supports the public intake functions for the consolidated court (district and bankruptcy), and assists in the management of a judge's caseload.

### **DUTIES AND RESPONSIBILITIES:**

Receives, reviews, and routes incoming documents meeting court rules and requirements; scans documents into the court's case management system and prepares docket entries of documents and proceedings; ensures all filings and electronic entries are entered appropriately and correctly; prepares and transmits notices, judgments, and orders to appropriate parties;

Monitors filing of pertinent documents and timely responses to judicial orders; keeps judges and immediate staff informed of case progress; opens cases upon receipt of initiating documents such as complaints, indictments, or petitions; closes cases upon receipt of terminating documents such as judgments and closing orders;

Responds to inquiries from a wide range of sources including attorneys, litigants, and the general public; acts as a point-of-contact for cases and disseminates information to case participants and other interested parties; collects appropriate court fees, fines, and restitution; issues receipts;

Serves as backup courtroom deputy; travels to other court locations, training, and conferences; performs other duties as assigned by management.

## **Minimum Qualifications:**

General Experience: The candidate must be a high school graduate (or equivalent) and possess two years of general experience. General experience is progressively responsible experience which provides evidence the applicant has: (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate effectively with others, orally and in writing; and (4) the capacity to employ the knowledge, skills, and abilities in the resolution of problems.

Specialized Experience: The candidate must have one year of 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 word 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.

## **Desirable Qualifications / Court Preferred Skills:**

Knowledge of legal terminology; excellent interpersonal and communication skills; ability to manage several priorities at one time; superior attention to detail; experience working in an electronic environment with various technologies to accomplish work tasks; experience with electronic case filing system; experience working in a state or federal court.

## **Experience and Educational Substitutions:**

Education above the high school level in an accredited institution may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of experience. Note: Education may not be substituted for specialized experience because this position requires hands-on experience to be credited as specialized experience.

## **Benefits:**

Judiciary employees are not classified under Civil Service, but are entitled to similar benefits. These include the Federal Employees Retirement System (FERS); Thrift Savings Plan; health, life, and disability insurance programs; flexible spending accounts; 11 paid holidays per year and a graduated leave plan; and periodic pay increases contingent upon funding and performance. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees.

## **Application Process:**

Qualified applicants should submit a cover letter, resume, and completed [Application for Employment \(AO-78\)](#) to:

By email: HR@vtd.uscourts.gov  
Subject: Case Administrator Position

The U.S. District Court is an Equal Opportunity Employer. The court reserves the right to withdraw the job announcement without prior notice. Only applicants selected for interviews will be contacted. Applicants must be a U.S. citizen or be eligible to work in the United States. Travel and/or relocation expenses are the responsibility of the applicant. The successful applicant will be subject to a background check and subsequent favorable suitability determination as a condition of employment. Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request. All appointments are subject to mandatory Direct Deposit.