

Case Administrator
Career Opportunity #12-NV-06
Opens: March 23, 2012
Closes: April 6, 2012

The U.S. District Court for the District of Nevada, Las Vegas Clerk's Office, has an immediate opening for a **Case Administrator**. This is a full-time, permanent position with benefits including annual and sick leave, health and life insurance, employee-paid dental, eye-care, disability and long-term care insurance, pre-tax Flexible Spending Accounts, and retirement.

Case Administrator - Salary, CL-25 (\$37,941 to \$47,448 for steps 1 to 25, \$47,844 to \$61,709 for steps 26 to 61, using the 2012 Pay Table), depending on experience.

Duties: Maintains and processes case information and manages the progression of cases from opening to final disposition, in accordance with approved internal controls, procedures, and rules. Ensures all orders and automated entries are accurately docketed and linked for proper case management.

Qualifications - High school graduate or equivalent and a minimum of one year of specialized experience equivalent to work at CL-24 to be placed at step one and two years of specialized experience equivalent to work at CL-24 to be placed at steps 2 through 25. Court setting with CM/ECF experience preferred. Must have computer experience and good verbal and written communication skills. Accurate typing skills required.

To Apply - Submit a detailed resume and cover letter postmarked no later than **Friday, April 6, 2012** to:

Personnel Officer
U.S. District Court
333 Las Vegas Blvd. South, Rm. 1334
Las Vegas, NV 89101

Employees of the Court are excepted service appointments and considered at-will with no coverage by federal civil service classifications or regulations and can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be U.S. citizens or eligible to work in the United States. New employees are subject to a background check including fingerprinting and employment will be considered provisional until the background check is complete. This position requires mandatory electronic fund transfer for payment of net pay. Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without other notice.