



VACANCY ANNOUNCEMENT

UNITED STATES DISTRICT COURT WESTERN DISTRICT OF NEW YORK

Address: 2 Niagara Square, Buffalo, NY

Website: www.nywd.uscourts.gov

Position: Case Administrator I
(Full-Time, Permanent)

Vacancy: 25-20

Duty Station: Buffalo, New York

Salary: CL 24 (\$46,282 - \$75,220)

Promotion potential to CL 25 and CL 26, without further competition, based on eligibility and needs of the office.

Overview

Case Administrators are responsible for maintaining case data and court records in our database, CM/ECF. They often communicate with attorneys who practice in the Court and parties who represent themselves, helping create positive public impressions about the Judiciary. To learn more about career opportunities in the Judiciary, [CLICK HERE](#) to view a brief video. The successful candidate must exhibit the highest standards of excellence and integrity, and display, at all times and to all persons, a courteous, professional and cooperative attitude.

Representative Duties

- Open new cases in case management system, assign case numbers, and docket initial opening events.
- Receive and process documents received from filing parties and attorneys. Scan paper documents and upload pdf to database following the Clerk's procedures. Review electronically filed documents for compliance with the rules of the Court.
- Verify and issue summons.
- Check for prior or prohibited filings.
- Verify attorney's authority to practice.
- Monitor appropriate release of exhibits and sealed documents.
- Answer and route incoming calls and provide information.
- Assist the public in the use of computerized databases.
- Maintain, file, retrieve, copy, and certify court records.
- Provide irregular back-up support throughout the Court, including tasks related to intake/reception, juror selection, mail handling, and special events.
- Adhere to procedures of the court.
- Perform other duties as assigned.



How to Apply

Please submit a cover letter, resumé, and [AO78 Application for Judicial Branch Federal Employment](#) as a single PDF attachment by email to: applications@nywd.uscourts.gov subject line "Case Administrator I, Reference No. 25-20." Save the documents as one PDF, using your firstname_lastname. When the AO78 is filled out electronically and returned by email, the fillable form must first be resaved and submitted as a non-fillable PDF before submission, otherwise the form will appear blank. **Applicants are not required to complete the AO78, page 5, Optional Background Information until the time of a conditional offer.**

Important Dates

Application Deadline: Until Filled

Position Available: Immediately

District Overview

The District's jurisdiction encompasses the 17 most western counties of Upstate New York, with courthouses located in Buffalo and Rochester. The District is comprised of 8 United States District Judges, 7 United States Magistrate Judges, and approximately 100 employees.

Qualification Requirements

- Associate's degree or higher.
- Specialized experience such 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 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.

Preferred Qualifications/Court Preferred Skills

- Bachelor's degree or paralegal certificate strongly preferred.
- The Court is seeking an applicant with a strong work ethic, initiative, dependability and a friendly and customer-focused attitude. An understanding of professional office procedures and the ability to work both independently and in a team environment is necessary.
- Interaction will be with various individuals; therefore, the candidate should possess excellent interpersonal and written and verbal communication skills.
- The ability to prioritize multiple diverse tasks is essential.
- Proficiency and experience in the use of computer systems, including but not limited to Microsoft Office applications, such as, Word, Excel, Outlook and Teams, is highly preferred. Case Management/Electronic Case Files ("CM/ECF") e-filing experience and knowledge of court/legal terminology are helpful.

Organizational Relationship

This position is assigned to the Office of the Clerk and reports to the Operations Manager.

Benefits

Click [HERE](#) to learn more about the Judiciary's benefits.

Background

Investigation

This is a sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an Office of Personnel Management background check, social media inquiry, and a favorable suitability determination.

Applicant Information

Employees must adhere to a [Code of Conduct](#). The Court provides reasonable accommodations to applicants with disabilities. Veterans' preference is not a factor used in Judicial Branch appointments. Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are "at will" and may be terminated with or without cause. Employees are required to use electronic funds transfer for payroll deposit.

The United States District Court for the Western District of New York is an Equal Opportunity Employer.