



**Sandra Day O'Connor**  
U.S. Courthouse  
401 West Washington Street  
Phoenix, AZ 85003-2119

### **Benefits**

Federal benefits include:

- Paid Annual Leave
- Paid Sick Leave
- 11 Paid Holidays
- Retirement Benefits to include:
  - a defined benefit program (4.4% of gross pay)
  - Thrift Savings Plan (TSP), a 401(k)-styled program with a government match of up to 5%

Optional benefits include:

- Health Insurance
- Life Insurance
- Long-term Care Insurance
- Flexible Spending Accounts, *contributions paid on pre-tax basis.*

In addition, we offer flexible work schedules and an in-house fitness facility (Phoenix only).



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for the District of Arizona is an  
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# U.S. District Court – District of Arizona

## Career Opportunity # 25-04

### Case Administration Specialist

Hiring Salary Range:	\$44,194 - \$73,753 (Depending on location, qualifications and experience)
Job Grade:	CL 24 (Promotion potential to the CL 25 without further competition)
Open Date:	10/10/2024
Closing Date:	Open until filled. Preference given to applications received by 5:00 pm, 10/31/2024.
Location:	Phoenix and Tucson, AZ

### **POSITION OVERVIEW**

The Case Administration Specialist is located in the Clerk's Office. The incumbent is often the first point of contact, both in person and on the telephone with the bench, bar and public. The successful candidate will learn civil and criminal case processing from both an administrative and operational standpoint. Strong analytical, interpersonal, and communication skills are essential. 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**

- Answer incoming calls and furnish information to the public, bar, and the court. Act as first and/or second level Electronic Case Filing (ECF) Help Desk for internal and external customers.
- Accept, review and docket documents. Perform quality control on attorney-docketed entries. Review filed documents to determine conformity with appropriate rules, practices, and/or court requirements and take appropriate action. Check for prior or prohibited filing.
- Create and process new case files. Assign case numbers to judges and/or magistrate judges on a random basis.
- Verify attorney's authority to practice before the court.
- Prepare correspondence in response to inquiries from attorneys, attorney services, pro se litigants and prisoners.
- Sort, classify, and file case records. Maintain integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents. Retrieve files and forward copies to court personnel, attorneys and others. Certify court documents and ensure data quality.
- Review filed documents to ensure complete and legible images in ECF before destruction.
- Prepare, ship, and retrieve records from the appropriate Federal Records Center. Scan, copy, file, pick-up, and sort mail. Process mail. Process e-mail. Maintain mail meter and meter log. Receive and stamp incoming documents. Maintain court files.
- Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS**

Qualified applicants should have previous and extensive customer service experience involving significant public contact and personal interaction, as well as excellent oral and



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**Tucson, AZ 85701-5010**

### **How to Apply**

In addition to the online application, applicants must submit the following:

- Cover letter that supports your work experience as it relates to the position.
- Resume that includes complete work and salary history, and education.
- Your two most recent performance evaluations (strongly preferred). Letters of recommendation may be substituted if no evaluation is available.

Go to our web site:  
<https://www.governmentjobs.com/careers/azduscourts> to submit an online application, including the items listed above.

Attachments should be submitted only as Microsoft Word or Adobe Acrobat (PDF) documents. Other formats are **not** acceptable.

Applications will be considered complete when the online application and all required attachments (in proper format) are received by the Human Resources Division. Applications and/or attachments received after the closing date may not be considered.



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written communications skills. Must have the ability to independently prioritize and complete multiple tasks in a timely manner and keen attention to detail. Must have the ability to exercise sound judgment, work independently in challenging situations, have a strong work ethic, and the ability to work extended hours, if needed.

To qualify for the CL-24 salary grade level, the successful applicant must be a high school graduate (or equivalent), have two years general experience and must have a minimum of one year of specialized experience at the CL 23 (or equivalent).

Generalized experience is progressively responsible clerical, office, or other work that indicates the possession of or the ability to acquire the particular knowledge and skills necessary to do the job. Education above the high school level may be substituted for general experience.

Specialized experience is defined 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, local and state court systems, and educational institutions.

Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

### **PREFERRED QUALIFICATIONS**

- Federal, state, or municipal court experience.
- Case management/electronic case filing experience.
- A bachelor's degree.

### **APPLICANT INFORMATION**

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under "Excepted Appointments" and are considered "at will" employees (except for probation officers who may be removed for cause). Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

The initial appointment to this position is provisional pending the successful completion of the required background checks and/or investigations. The U.S. District Court is a drug-free workplace and the applicant selected will be required to participate in a drug screening test prior to employment.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.



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All promotions are subject to the approval of the Administrative Office of the U.S. Courts.

Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. §1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below. Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.



# TOTAL COMPENSATION STATEMENT

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

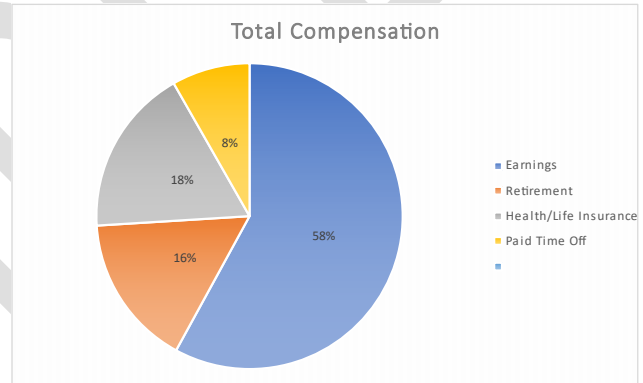
**POSITION:** Case Administration Specialist, Full-time  
**LOCATION:** Phoenix or Tucson AZ  
**CLASSIFICATION LEVEL:** CL 24  
**SALARY:** \$55,268 per Annum

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

**\$55,268**

Retirement Benefits \$15,309  
 Health/Life Insurance \$16,912  
 Paid Time Off \$7,865



**TOTAL EMPLOYER CONTRIBUTIONS \$40,087**

*Employer contributions represent 42.04% of total compensation.*

**TOTAL COMPENSATION \$95,355**

## EMPLOYER CONTRIBUTIONS

### Retirement Benefits

- ❖ Retirement - Basic Benefit (FERS) 16.6 – 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*
- ❖ Workplace flexibilities, *flexible work schedules*
- ❖ Paid Parental Leave, *12 weeks*
- ❖ Long-term Care Insurance
- ❖ Employee Recognition Program
- ❖ Professional Education and Training
- ❖ Benefit and Retirement counseling and training
- ❖ Onsite Gym in Phoenix Only
- ❖ Employee Assistance Program (EAP)