

**The United States District Court
Western District of Missouri
Vacancy Announcement #DK-05-2012**



Position: Case Processing Specialist
(1 year and 1 day opportunity)
Location: Kansas City, Missouri
Salary: CL 25 (\$37,941 - \$61,709)
Open: May 18, 2012
Close: May 25, 2012

Overview of Position:

The Case Processing position is located in the Clerks Office of the District Court. The incumbent will be involved in the processing of cases from opening to final disposition. This position will work at intake.

Primary Duties include:

Intake: receives, reviews, files documents, and when appropriate advises chambers staff as to problems with compliance, routes documents to proper offices/persons after acceptance; reviews civil and miscellaneous cases upon opening by attorneys (complaints/petitions); acts as receptionist, providing information to public and within the court, including searches, answers correspondence, collects/reconciles fees from customers at the counter as well as extensive receipt processing for the entire district.

Docketing: opening criminal cases upon receipt of initiating documents, reviews incoming documents for conformity with appropriate rules or court requirements, enters summaries of documents and proceedings on the docket, performs quality control on documents entered in CM/ECF, and closes cases.

Qualifications:

Applicants must have strong oral communication skills, the ability to communicate clearly to individuals within and outside the court unit, and answer procedural questions without providing legal advice. Attention to detail will assist the applicant in duties performed at intake. Proficiency in Windows XP, Word and CM/ECF is preferred. Strong organizational skills and ability to apply a body of rules, regulations or laws is required. The successful candidate must be a high school graduate, have experience dealing with the public, possess at least 2 yrs legal or related clerical experience which required the application of procedures involving the use of legal terminology. Knowledge of the Federal Rules of Civil, Criminal, and Appellate Procedure is desired.

Application Procedure:

Qualified applicants should submit a cover letter, resume and reference by May 25, 2012 via email to michele_nelson@mow.uscourts.gov

