

Vacancy Announcement for the United States Court Western District of Missouri



Position: Case Processing Specialist (2 openings)
Location: Kansas City, Missouri
Vacancy #: DK032717
Salary Range: CL 24 (\$36,192 - \$58,871) or
CL 25 (\$39,979 - \$65,016)
(based on experience and qualifications)
Opening Date: March 27, 2017
Closing Date: April 10, 2017

Overview:

The Case Processing Specialist position is located in the Clerk's 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. The person holding this position will be located in the Kansas City, Missouri office and will report directly to the Operations Manager. The Western District is a fully consolidated court (Bankruptcy, District, Probation and Pretrial) comprised of three divisional offices and approximately 275 total employees. Employees from other Districts that are willing to relocate are welcome to apply, and all applicants should visit www.mow.uscourts.gov for general information about the Western District of Missouri (WDMO).

Primary Duties:

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, and answers correspondence; collects/reconciles fees from customers at the counter as well as extensive receipt processing for the entire district.

Docketing: opens 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.

Requirements:

- 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;
- proficiency in Windows Operating Systems, all Windows Office applications;
- CM/ECF experience;

- strong organizational skills and ability to apply a body of rules, regulations or laws;
- must be a high school graduate (Associates or Bachelor's degree is preferred);
- 2-5 years direct experience dealing with the public (customer service);
- possess at least 2 years 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 preferred.

Conditions of Employment

Selectee must pass a background check and be a United States citizen or meet Appropriations Act citizenship requirements for federal employment. (For non-U.S. citizens, please visit:

https://help.usajobs.gov/index.php/Employment_of_Non-citizens

Court employees must adhere to all Judicial Conference regulations, must follow the policies outlined in the Guide to Judicial Policy, and are bound by the ethical standards established by the Chief Judge and the Code of Conduct for Judicial Employees. The United States District and Bankruptcy Courts and Probation and Pretrial Services Office are part of the federal judiciary.

Benefits

The following benefits are available for this position:

- 10 Paid Holidays each calendar year
- Annual and Sick Leave
- Insurance Plans: Health, Dental, Vision, Life, Long-Term Care, Long-Term Disability and Flexible Spending Accounts
- Thrift Savings Plan (401k) (with up to 5% employer matching contributions)

Application Procedure

Qualified applicants **must submit all the following documents** or they will not be considered:

- A cover letter;
- Your detailed resume;
- Completed AO-78 Application for Judicial Branch Federal Employment (<http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>); and
- Contact information for three professional references

Materials should be submitted no later than 5:00pm on April 10, 2017 to:

Michele Nelson, WDMO
Charles Evans Whittaker Courthouse
400 East 9th Street, Room 1510
Kansas City, MO 64106
Email: Michele_Nelson@mow.uscourts.gov

As a condition of employment, the selected candidate will be subject to an FBI background check. Employment will be considered provisional until the FBI background check is completed. The court is not authorized to reimburse expenses for relocation. Only those candidates selected for an interview will be contacted. The court reserves the right to modify the conditions of this job announcement. The Western District of Missouri is an equal opportunity employer and values diversity in the work place.