

UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEVADA



VACANCY ANNOUNCEMENT

Position: Career Opportunity #14-NV-09
ECRO Case Administrator

Salary: CL 25 (\$38,334 to \$62,307) depending upon qualifications
and experience

Opens: April 9, 2014
Closes: April 23, 2014

Location: Las Vegas, Nevada

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

Duties:

Responsible for making a verbatim recording of court proceedings using electronic recording equipment and arranging for the production of written transcripts and audio recordings as requested. Create detailed logs of proceedings and participants recorded. Catalogue tapes and logs and maintains their proper storage. Other specific duties include grand jury and contract court reporter records. Maintains and processes cases 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 two years of specialized experience preferably in a court or legal setting. Must have accurate typing skills, computer experience, and be able to communicate effectively (orally and in writing) with a good knowledge of language usage, grammar, and spelling. Knowledge of electronic recording equipment in a court setting and CM/ECF helpful. Requires long periods of sitting and some lifting of equipment and records.

To Apply:

Please submit a detailed resume and cover letter postmarked no later than Wednesday, April 23, 2014 to:

United States District Court
333 Las Vegas Blvd. South, Room 1334
Las Vegas, NV 89101
Attn: Human Resources

The U.S. District Court for the District of Nevada is an Equal Opportunity Employer. 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.