

UNITED STATES DISTRICT COURT EASTERN DISTRICT OF PENNSYLVANIA	
Position Title	ECRO Case Administrator (Full-Time)
Vacancy Number	25-13
Opening Date	February 11, 2025
Closing Date	Open Until Filled (<i>preference to applications received by February 28, 2025</i>)
Salary	CL25 – CL26 (\$57,615 - \$103,094)
Location	Allentown, PA

Position Overview

The ECRO Case Administrator performs specialized courtroom functions such as electronic court recording, calendaring, and similar courtroom services work involving managing the judge's caseload, attending and logging court proceedings, and processing orders. The incumbent is responsible for maintaining and processing case information in accordance with approved internal controls, procedures, and rules. The ECRO Case Administrator performs docketing, and noticing, maintains official case records, reviews filed documents to determine conformity, and takes appropriate action to ensure that all orders and automated entries are appropriately and accurately docketed. The incumbent also provides backup assistance to Courtroom Deputies.

This position is based in Allentown, PA, but will also be detailed to other northern tier offices on an as needed basis.

Representative Duties

- Sets up the audio recording equipment in the courtroom, chambers and remote locations and conducts sound check on the system prior to the start of the proceeding.
- Records the proceeding while monitoring operation of the equipment and taking log notes.
- Plays back portions of the proceedings to the jury and/or attorneys upon Judge's request.
- Assures presence of all necessary participants, swears in witnesses, takes exhibits, and calls the calendar, and may perform other duties of the Courtroom Deputy when the CRD is not in attendance.
- Ensures proper spelling of terms, values, names, and figures after proceeding, by contacting attorneys, reviewing case file, and reviewing appropriate code for proper citation, updating log notes where necessary. Prepares minute entries.
- Assists transcribers with any problems with the audio recording or log notes.
- Uploads audio of court proceedings to CM/ECF, as authorized by Judge.
- Operates technology in the courtroom for evidence presentation video conferencing and assisted listening.
- Perform case management work. Review filed documents to determine conformity and take appropriate action and follow up with rules, practices, and filing requirements. Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems. Review the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings. Prepare correspondence regarding file inquires, docket sheets, and other file request information.
- Provides courtroom deputy assistance, as required, to include: Review of cases or reports for necessary actions. Keep judge and immediate staff informed of case progress. Act as liaison between the clerk's office, the bar, the public and the judge to ensure that cases proceed smoothly and efficiently. Coordinate hearings.
- Performs other duties as assigned.

Qualifications

- At least one year of 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.

- Must be able to communicate effectively, both orally and in writing, to individuals and groups in a professional manner, providing customer service and resolving difficulties while complying with regulations, rules and procedures.
- Ability to understand and follow detailed instructions.

Work is performed in an office and/or courtroom setting and may occur at off-site locations. Incumbent may be required to work after hours when court proceedings run late. Some lifting may be required to handle and setup equipment in the courtroom.

To apply, forward a cover letter and detailed resume **as a single PDF** to Human Resources at:
paed_apply@paed.uscourts.gov

The subject line of your email and cover letter must include **“ECRO Case Administrator #25-13”**

The Clerk’s Office of the U.S. District Court for the Eastern District of Pennsylvania is an Equal Opportunity Employer, and is committed to recruiting, developing, retaining, and promoting a diverse workforce.