



CONTEMPLATING CAREERS

Case Administrator

Are you motivated, articulate, and detail oriented? Can you interact professionally with judges, attorneys, government agencies, and the public? Are you professional, discrete, flexible, and committed?

If you answered yes to these questions, you should consider a career as a case administrator. Case administrators work closely with a judge's caseload and maintain the official case records on the docket from opening to final disposition. As a case administrator, you will be responsible for the accurate and timely entry of both civil and criminal orders to the docket, performing quality control, and notifying interested parties when orders are docketed. Though salary varies, one can expect to make between \$46,000 and \$66,000 depending on experience.

If a case administrator is not quite what you are looking for, remember that federal and state courts

offer a wide variety of job opportunities. Careers in the courts range from information technology to librarian. Here is a short list of possible positions:

- Probation and Pretrial Services
- Information Technology
- Judicial Executive
- Courtroom Deputy
- Court Interpreter
- Court Reporter
- Human Resources
- Jury Administrator
- Librarian

You can see videos about working in the judiciary at www.uscourts.gov/Careers.aspx.



Career Video:

A manager of a court interpretation program discusses his experience and current issues in the field.