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# \*\*\* CAREER OPPORTUNITY \*\*\*

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## UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

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**Title:** Case Manager  
**Location:** Grand Rapids, Michigan  
**Closing Date:** March 11, 2016 *(must be received by close of business)*  
**Salary Range\*:** CL 26/1 to CL 27/61 (\$43,140 - \$77,030)  
*\*Starting salary dependent upon qualifications & experience.*

A great career opportunity is available with the U. S. District Court for the Western District of Michigan. Applications are being accepted for a full-time Case Manager to Chief Judge Robert J. Jonker to be located in Grand Rapids.

### Position Overview

Case Managers are fully proficient at and are responsible for managing the judge's caseload, attending and logging court proceedings, and processing orders in accordance with approved local court procedures and rules.

### Representative Duties

- **Case Management** - Manages judge's cases by calendaring and ensuring case movement, including: monitoring deadlines; e-filing of pertinent documents; monitoring timely responses to judicial orders, and setting hearings, trials and conferences. Reviews cases and reports for necessary actions. Assists in the accurate statistical reporting requirements of the Administrative Office. Reviews the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and makes summary entries on the docket of all documents and proceedings. Answers inquiries on case status, ensuring confidentiality when appropriate. Keeps judge and immediate staff informed of case progress for proceedings.
- **Courtroom Duties** - Attends court sessions and conferences. Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Takes notes of proceedings, rulings and notices, and prepares and files minute entries electronically. Swears in witnesses and interpreters, as well as other parties, before the Court. Drafts orders for the judge's approval.

- **Jury** - Ensures jury clerk is aware of upcoming trials and jury needs. Assists the judge and parties in jury selection. Attends to jurors' needs during trials. Maintains contact with counsel during deliberations.
- **Customer Service** - Serves as a primary source of information on scheduling conferences, hearings, trials and other case processes for the assigned judge. Works in concert with the Clerk's office, the bar, the public and the judge to ensure that cases proceed smoothly and efficiently.
- **Administrative** - Prepares correspondence and distributes documents, notices, judgments and orders.
- **Other** - Participates in on-going training and professional development activities. Participates in work groups that focus on system and operational efficiencies and improvements. Performs other duties as assigned.

### Mandatory Qualifications

Must possess two years of general experience and one to two years of specialized experience at a qualifying level. **General Experience:** Progressively responsible professional administrative, clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. **Specialized Experience:** Progressively responsible 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. Outside of court system, such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations. **Education Substitutions:** Education above the high school level may be substituted for required general experience on the basis of 1 academic year (30 semester or 45 quarter hours) equals one year experience. Note: Education may not be substituted for specialized experience because this position requires hands-on experience to be credited as specialized experience. The candidate must also have excellent interpersonal skills and oral and written communication skills, be organized and detail-oriented, and have the ability to manage several priorities at one time.

### Court-Preferred Qualifications

- Knowledge of legal terminology and federal court procedures
- Previous court or courtroom experience
- Demonstrated experience working in a team environment to deliver professional customer service
- WordPerfect/Word experience
- Experience with electronic case filing system
- Bachelor's degree from an accredited institution.

## Benefits

Employees of the U.S. District Court have access to an excellent benefits package which includes the Federal Employees Retirement System (FERS), Thrift Savings Plan (like 401k), health, life, dental and vision insurance, long-term care insurance, flexible spending program, 10 paid holidays per year, and a leave accrual program.

## Conditions of Employment

Applicants must be U.S. citizens or eligible to work in the United States. The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. Judiciary employees serve under excepted appointments and are considered “at will” and can be terminated with or without cause by the Court. This position is subject to mandatory electronic funds transfer (direct deposit) for salary payment. Appointment is provisional and contingent upon successful completion of an FBI fingerprint background check. The U.S. Courts require employees to adhere to the Code of Conduct for Judicial Employees that is available to applicants for review at the court’s web site at [www.miwd.uscourts.gov](http://www.miwd.uscourts.gov).

## How to Apply

For consideration, qualified applicants must provide the following:

- a letter of interest that includes how he/she heard about the posting and includes a statement of how their knowledge, skills and abilities have prepared them for this position;
- a list of professional references (including how reference knows applicant); and
- a completed Application for Judicial Branch Federal Employment, AO78 form, available at <http://www.uscourts.gov/formsandfees/forms/AO078.pdf>.

Incomplete or late applications will not be considered. **Required documents can be sent via mail or email and must be received by 4:30p.m. on March 11, 2016.** If sending via email, please email all required documents in pdf format, preferably in one document, to [human\\_resources@miwd.uscourts.gov](mailto:human_resources@miwd.uscourts.gov). If sending via mail, please send all required documents to: Attn: Personnel Specialist, U.S. District Court, 399 Federal Building, 110 Michigan St. NW, Grand Rapids, MI 49503.

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