

■ CAREER OPPORTUNITY ■



UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

Announcement: #22-07
Title: CASE MANAGER
Position Type: Full-Time Permanent
Location: Lansing, Michigan
Closing Date: Position open until filled - *Priority consideration will be given to those applicants who apply by June 30, 2022*
Salary Range: CL 26 (\$48,190 – 78,379)*
CL 27 (\$52,967 – 86,084)*

A great career opportunity is available with the U. S. District Court for the Western District of Michigan. Applications are being accepted for full-time Case Manager to U.S. District Judge Hala Y. Jarbou. Case Managers are responsible for managing the judge's caseload, attending and logging court proceedings, and processing orders.

**Starting salary commensurate with work experience, education (if applicable), and current or previous Federal court experience. If not hired at top grade level, promotion potential to the next grade level based on satisfactory performance and funding without further competition.*

DUTIES & RESPONSIBILITIES

Responsibilities of the position include, but are not limited to:

- 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.

- 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.
- 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.
- 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.
- Prepares correspondence and distributes documents, notices, judgments, and orders.
- Duties may require some travel and working during non-business hours.
- Performs other duties as assigned.

QUALIFICATIONS

To qualify for this position, the candidate must possess specialized experience as noted below:

- CL-26 One year of specialized experience
- CL-27 Two years of specialized experience

Specialized Experience is 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, corporate headquarters or human resources/payroll operations or federal, state or local court.

Required Skills: The ideal candidate will possess experience working in an electronic environment with various technologies to accomplish work; must be reliable and highly organized; have excellent communication (oral and written) and interpersonal skills with the ability to work well with others; demonstrated experience working in a team environment to deliver professional customer service; ability to manage several priorities at one time; strong customer service skills, and have a professional demeanor.

Preferred: Preference will be given to applicants who have previous court or courtroom experience; knowledge of legal terminology; knowledge of federal court procedures; experience with electronic case filing system (i.e., CM/ECF), and are college graduates.

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 & vision insurance, long-term care insurance, flexible spending program, 11 paid holidays per year, and a leave accrual program. (**NOTE:** For FERS retirement, employees contribute to the Basic Benefit Plan through payroll deductions and receive a benefit, which is calculated at retirement. Employees appointed on or after January 1, 2014 *automatically contribute 4.4%* of their base pay each paycheck to the Basic Benefit plan.) Additional information about federal judiciary employee benefits and compensation can be found at <http://www.uscourts.gov/Careers.aspx>.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the United States. (See [Citizenship Requirements for Employment in the Judiciary](#) for additional information.) Judiciary employees serve under excepted appointments. Judiciary employees are considered “at will” and are not covered by federal civil service classifications or regulations. This position is subject to mandatory electronic funds transfer (direct deposit) of payment of federal wages. Appointment is provisional and contingent upon successful completion of an FBI background check. The U.S. Courts require employees to adhere to the [Code of Conduct for Judicial Employees](#).

HOW TO APPLY

For consideration, qualified applicants must provide the following:

- a cover letter that includes a statement that describes how their previous experience has prepared them for this position;
- a completed *Application for Judicial Branch Federal Employment*, AO78 form, available at <http://www.uscourts.gov/formsandfees/forms/AO078.pdf>;
- a detailed resume, and
- contact information for three professional references.

Incomplete applications will not be considered. Required documents must be sent via email as **one PDF** file to human_resources@miwd.uscourts.gov. Position open until filled. Priority consideration will be given to those applicants who apply by June 30, 2022. **No phone calls please.**

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. Reimbursement of travel and/or relocation expenses is not authorized. Appointment is provisional and contingent upon successful completion of an FBI fingerprint background check. All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

EQUAL OPPORTUNITY EMPLOYER