

CAREER OPPORTUNITY
U.S. DISTRICT COURT, WESTERN DISTRICT OF TENNESSEE

ANNOUNCEMENT NO: 14-02

DATE: April 25, 2014

POSITION TITLE: Case Manager
DUTY STATION: Memphis, TN
Classification Level: CL 27/1-CL 27/25 (\$46,365 - \$57,982)
CLOSING DATE: May 23, 2014*

SUBMIT RESUME TO:
tnwdjobs@tnwd.uscourts.gov
www.tnwd.uscourts.gov

***First consideration given to
applications submitted by May 8, 2014.**

No phone calls please

POSITION OVERVIEW:

The case manager has complete responsibility for managing the calendar and docket of the judge to whom they are assigned, represents the clerk in matters related to various procedural stages of cases, from initiation to disposal and performs the following duties:

1. Assists in the management and movement of case-related matters on the judge's docket from initiation to disposition. Calendars and provides notices via the Court's Electronic Filing (ECF) system, to all parties regarding dates and times for hearings, pretrial conferences, reports, and trials.
2. Monitors cases to maintain awareness of the current status of all matters in the case. Routinely reports to the judge and clerk on the status of cases, and the status of the docket as a whole. This includes monthly status reports, and screening motions for ripeness.
3. Establishes and revises methods and procedures for tracking case status (including matters such as service of process, issuance of warrants, pendency of motions, matters under advisement, compliance with deadlines, responding to court ordered deadlines, etc.) such as tickler systems, file review schedules and deadline monitoring schedules. Assists the judge in maximizing the efficient use of court time by preventing the over-scheduling or under-scheduling of matters on daily, weekly and monthly calendars.
4. Coordinates and ensures appropriate utilization of resources needed to support court sessions. This includes resources within the court, i.e., coordinating courtroom technology, identifying jury & interpreter needs, docket maintenance, speedy trial calculation, magistrate matters, and Probation and Pretrial Services and outside the court, i.e., U.S. Marshal's service, and court security. Insures all necessary parties are notified of court matters, following up to assure attendance as required. Evaluates and implements techniques for minimizing attorney schedule conflicts.
5. Serves as main source of procedural information to attorneys for scheduling purposes, special procedures or policies of the judge, courtroom etiquette, and clerk's office procedures.
6. Prepares and disseminates statistical reports for the judge, clerk, and Administrative Office. Arranges the appointment of counsel as needed and maintains the courtroom and courtroom supplies by coordinating with the property and procurement administrator.
7. Assists with court sessions; swearing witnesses, maintaining exhibits, administering oaths and managing juries. Process minutes of proceedings and minute entry orders in the court's ECF system. Prepares verdict forms, Judgment and Commitment Orders, Civil Judgments, etc. as necessary.
8. Coordinates with other clerk's office staff to ensure judgments and other actions of the court are entered into ECF. Substitutes as needed for other case managers, and provides case manager services for visiting judges. Performs other duties as assigned.

QUALIFICATIONS: Responsible clerical or administrative experience which provided knowledge of office clerical practices such as filing, telephone usage, typing, record keeping, sorting and distributing mail. Must be detail oriented and have knowledge of general office practices with strong emphases in organizational and automation skills. Successful candidates must be flexible, respond quickly to change, and possess excellent speaking and writing skills. Requires a minimum of 6 years' experience, 3 of which must have been in a legal setting such as a law office or a clerk's office of a federal, state or local court. College degree/paralegal experience and familiarity with court proceedings and Microsoft PowerPoint preferred. *Bachelor's degree preferred.*

BENEFITS:

Regular, full-time employment in the federal judiciary offers benefits that include paid vacation depending upon years of employment, participation in the federal retirement and social security systems, life, health, long term care and long term disability insurance programs, flexible spending accounts, participation in the Thrift Savings Plan (401k Plan) plus 10 paid holidays per year.

Employees of the U.S. District Court serve under "Excepted Appointments" and are "at will" employees, serving at the pleasure of the court. Appointee may be removed from this position for failure to perform at a satisfactory level following reasonable on-the-job training. Applicants are responsible for their own interview travel expenses. The successful applicant will be subject to a reference and fingerprint/background check. This position is subject to mandatory electronic funds transfer participation.

Interested parties must submit cover letter, resume and Federal Judicial application prior to close of business on the closing date.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER