

Career Opportunity Case Manager

(More than one position may be available)
to U. S. District Judge
Classification Level: 26-27 (depending on qualifications)
Salary Range: \$45,421 - \$81,119

**Announcement
Number: 13-10**

Posted: April 29, 2013

Closes: May 10, 2013

**Location: Ann Arbor, Bay
City, Detroit, Flint, or
Port Huron, Michigan**



U.S. District Court
Eastern District of Michigan
www.mied.uscourts.gov

The Theodore Levin
United States Courthouse
231 West Lafayette Blvd.
Detroit, MI 48226
Attention: Human Resources
Room 848
[patricia_gallagher@
mied.uscourts.gov](mailto:patricia_gallagher@mied.uscourts.gov)
Subject: 13-10 Case Manager
Position

AN EMPLOYMENT OPPORTUNITY OPEN TO QUALIFIED UNITED STATES JUDICIARY STAFF ONLY.

POSITION SUMMARY

Case Managers perform general and specialized case management functions and report directly to the Case Manager Supervisor. The duties involve managing the judge's caseload, attending and logging court proceedings, drafting orders, processing orders, and recording proceedings. This job entails a high level of knowledge and complexity regarding court or courtroom operations. In addition, Case Managers function at the fully proficient level of courtroom work, including complete calendar responsibilities. The Case Manager positions may be located in Ann Arbor, Bay City, Detroit, Flint, or Port Huron, Michigan. Prior to being eligible to apply for assignment to an Article III District Judge or Magistrate Judge, additional training may be required.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:

- Manage judge's cases by calendaring, including distributing and monitoring deadlines, monitoring filing of pertinent documents, and timely responses to judicial orders.
- Calendar and regulate case movement.
- Serve as primary source of information on scheduling conferences, hearings, trials, and other case processes.
- Record court proceedings. Manage and organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems. Attend court sessions and conferences. Assist with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Take notes of proceedings, rulings, notices and prepare minute entries electronically.
- Review cases or reports for necessary actions.
- Keep judge and immediate staff informed of case progress. Assist the judge and parties in jury selection and maintain records of jury selection and attendance. Act as liaison between the clerk's office, the bar, the public and the judge to ensure that cases proceed smoothly and efficiently. Maintain contact with counsel during deliberations.
- Schedule court reporters and interpreters; process transcripts; arrange for transcriptions; answer questions from parties and the public regarding obtaining transcripts. Refer defendants to probation office as appropriate.
- Inform Jury Administrator of upcoming trials, needs for jurors, etc. Draft orders and judgments for the judge's approval including judgment commitment orders. Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems.
- Coordinate hearings. Assist in the accurate statistical reporting requirements of the Administrative Office. 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. Take notes of proceedings, rulings, notices and prepare minute entries electronically.
- Perform case administration duties and/or provide training or assistance to employees performing case administration duties, and administrative tasks such as financial transactions.
- May operate high tech equipment.
- Perform other duties as assigned within the scope of the position.

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QUALIFICATIONS

The successful candidate must possess the following:

- Consistent, high quality past job experience/performance
- An attendance record that indicates reliability/commitment
- Excellent verbal and written communication skills
- Ability to organize, plan, solve problems and work independently
- Ability to work under pressure and to learn diverse procedures and the civil and criminal rules
- Ability to work cooperatively with others, including judicial officers, the public and colleagues

Required: Case Managers with a minimum of two years experience as a Case Manager at the CL-26 or CL-27 classification level within the last five years.

PROCEDURES FOR APPLYING

To be assured consideration, please submit the following single-sided documents **ONLY**: a cover letter (include announcement number), resume **and completed application** to the address at the left on page one by the closing date. E-mail submission is preferred. E-mailed documents must be in WordPerfect, Word or PDF format. Zip files and faxes will not be accepted.

Application materials that do not adhere to the Procedures for Applying may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate application must be made to individual vacancy announcements. Only those applicants selected for assessment will be contacted.

An Equal Opportunity Employer

All applicants must be a U.S. citizen or be eligible to work in the United States.

All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.

Retention depends upon a favorable suitability determination.

All appointments also subject to mandatory electronic funds transfer.

More than the advertised number of positions may be filled with this announcement.