

UNITED STATES DISTRICT COURT  
DISTRICT OF MAINE

**POSITION ANNOUNCEMENT**

Position Title: **CASE MANAGER**  
Position Location: U.S. District Court, Portland, Maine  
Posted: January 14, 2016  
Closes: Open Until Filled  
Starting Salary Range: CL25 Step 1 to Step 25 (\$42,884 - \$53,610 per annum)  
Starting salary depends entirely upon qualifications and eligibility. (To qualify at the highest level you must meet all criteria in years of general and specialized experience.) This position has promotion potential to a CL27 (\$51,882 - \$84,332 per annum).

**POSITION DESCRIPTION**

A Case Manager at this level performs various functions and is responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition, in accordance with approved internal controls, procedures, and rules. The incumbent is fully proficient at managing the progression of cases from opening to final disposition. They perform docketing and noticing; manage the progression of cases; maintain official case records; monitor the completion of required procedural steps; review filed documents to determine conformity and take appropriate corrective action; ensure that all orders and automated entries are timely, appropriately and accurately docketed; and make summary entries on the docket of all documents and proceedings. Case Managers also perform general courtroom functions, to include attending and logging court proceedings.

**REPRESENTATIVE DUTIES**

Act as liaison between the clerk's office, the bar, the public and the judge to ensure that cases proceed smoothly and efficiently. Assign cases to judges. Open cases in CM/ECF (case management system). Docket initial opening events. Sort, classify, and file case records. Maintain integrity of the filing system by monitoring proper access to records and maintaining timely and accurate filing of documents. Retrieve files and make copies of records for court personnel, attorneys, and others. Certify court documents and ensure data quality. Make summary entries on all documents and proceedings. Accept, review and process documents. Review filed documents to determine conformity, taking appropriate corrective action, and follow up with rules, practices, and filing requirements. Prepare correspondence regarding file inquires, docket sheets, and other file request information. Set schedules for briefing and record preparation. Check for prior or prohibited filing. Verify attorneys' authority to practice. Monitor for release of exhibits and sealed documents. Verify and issue summonses. Inform customers of required fees. Receive payments and issue receipts. Secure funds in cash register. Balance cash drawer at the end of the day. Process credit card payments for filed documents. Record court proceedings. Organize exhibits used in court proceedings. 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, and notices and prepare minute entries electronically. Maintain contact with counsel during deliberations. Schedule court reporters and interpreters. Support all other areas and duties within the office as necessary and perform other duties as assigned.

## **QUALIFICATIONS**

### **Required:**

Education: High School Diploma and at least one year of specialized experience equivalent to work at CL-24 level.

### **Specialized Experience Definition:**

Progressively responsible clerical or 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. Such experience is commonly encountered in law firms, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations. Experience demonstrative of being highly organized and capable of handling multiple tasks and time demands. Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

### **Court Preferred:**

- Education above the high school level from an accredited institution may be considered and is preferred.
- Excellent written and oral communication skills.
- Knowledge and skill in the use of Microsoft Office and database applications.

## **SALARY AND BENEFITS**

The starting salary range for this position is CL25 (\$42,884 - \$53,610) depending on length, complexity, and relevance of experience and educational attainment. The position falls within the Judicial Branch of the U.S. Government and includes most federal government benefits. Employees of the U.S. District Court are not classified under Civil Service, but are entitled to similar benefits. These benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases. Optional benefits also include participation in pre-tax medical and dependent care accounts, dental and vision insurance, disability insurance, and long-term care insurance.

Electronic Fund Transfer (EFT) for payroll deposit is required.

Time in service as employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

## **CONDITIONS OF EMPLOYMENT**

Employees of the United States Courts serve under "Excepted Appointments" and are considered

"At-Will" employees. Federal Civil Service classifications or regulations do not apply. Applicants must be United States citizens or eligible to work in the United States. The person selected for this position will be required to submit fingerprints for an FBI background check. All employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request.

## **APPLICATION PROCEDURE**

In order to be considered for this position, all applicants must submit:

- Resume (including full educational summary, employment history, and salary history);
- Cover Letter;
- Contact list of three professional references;
- AO78 - Judicial Employment Application (found on our website at <http://www.med.uscourts.gov/employment>); and
- Responses to the following Pre-Interview Questions:
  1. What motivates you to put forth your greatest effort?
  2. Briefly describe a work accomplishment that you are proud of where you either fostered a team environment or did more than what was simply required of you.

Application packages will not be considered complete unless all items have been received. The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. Relocation expenses will not be reimbursed.

- ❖ **BY MAIL:** Send the required materials by mail to:

**CONFIDENTIAL**  
Attn: Chief Deputy, Case Manager Search  
U. S. DISTRICT COURT  
156 FEDERAL STREET  
PORTLAND, MAINE 04101

- ❖ **BY EMAIL (preferred):** Send a compiled single PDF of the required documents via email to [apply@med.uscourts.gov](mailto:apply@med.uscourts.gov).

This position will remain open until filled.

The U. S. District Court is an Equal Opportunity Employer.