

UNITED STATES DISTRICT COURT



District of Maine Position Vacancy Announcement

POSITION TITLE: Case Manager/Courtroom Deputy

POSITION TYPE: Permanent, Full-Time

LOCATION: U.S. District Court, Portland, Maine

CLASSIFICATION: CL 25/27 (depending on qualifications)

SALARY RANGE:

CL25*:	\$54,187 - \$88,077
CL 27:	\$65,556 - \$106,572

*Promotion potential to CL 27 when determined qualified and budget permitting, and without further competition

OPENING DATE: September 24, 2024

CLOSING DATE: Open until filled, with preference given to applications submitted by October 9, 2024

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, any of which actions may occur without prior written notice or other notice.

POSITION OVERVIEW:

A Case Manager/Courtroom Deputy 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 and/or managing the jury system process. They perform docketing and noticing; manage the progression of cases; maintain official case records; monitor and record juror attendance and selection, monitor the completion of required procedural steps; review filed documents to determine conformity and take

appropriate corrective action; prepare and maintain summons notices and forms; ensure that all orders and automated entries are timely, and appropriately and accurately docketed; enter and compile information on jurors; and make summary entries on the docket of all documents and proceedings. Case Managers/Courtroom Deputies also perform general courtroom functions, to include attending and logging court proceedings.

POSITION DUTIES AND RESPONSIBILITIES:

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 inquiries, 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.
- Prior experience working in a legal or law-related field or court environment.
- Excellent written and oral communication skills.
- Knowledge and skill in the use of Microsoft Office and database applications.

COMPENSATION:

Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate.

EMPLOYEE BENEFITS:

The United States District Court offers a generous benefits package to full-time, permanent employees, which includes:

- 11 Paid Federal Holidays
- 13 Days Paid Vacation (per year for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- 13 Days Paid Sick Leave
- Medical Insurance
- Optional – Dental and Vision Coverage
- Life Insurance
- Thrift Savings Plan with matching funds (401k & Roth 401k style)
- Participation in Federal Employees Retirement System (FERS-FRAE)
- Health and Dependent Care Reimbursement Programs
- Public Transit Subsidy Program
- Employee Assistance Program, which provides free counseling, financial assistance, and basic legal services to all eligible employees

NOTICE TO APPLICANT:

- Applicants must be a U.S. citizen or be eligible to work in the United States.
- Employees of the United States District Court are “At Will” employees and are required to adhere to a Code of Conduct for Judicial Employees.
- The selected candidate will be subject to a 10-year FBI background check (including references, criminal history, and credit history) as a condition of employment.
- All appointments are subject to mandatory electronic funds transfer for payment of net pay.
- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

HOW TO APPLY:

To be considered for this position, all applicants must submit:

- Resume (including full educational summary, employment history, and salary history);
- Cover Letter with 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.
- Contact list of three professional references; and
- AO78 - Judicial Employment Application (found on our website at <http://www.med.uscourts.gov/employment>)

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. Interviews may be conducted prior to the deadline outlined above. This announcement may close earlier if a suitable candidate is found prior to the closing date. Relocation expenses will not be reimbursed.

Send a compiled single PDF of the required documents via email to apply@med.uscourts.gov with “Case Manager/ Courtroom Deputy” in the subject line.

This position will remain open until filled, with preference given to applications submitted before October 9, 2024.

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

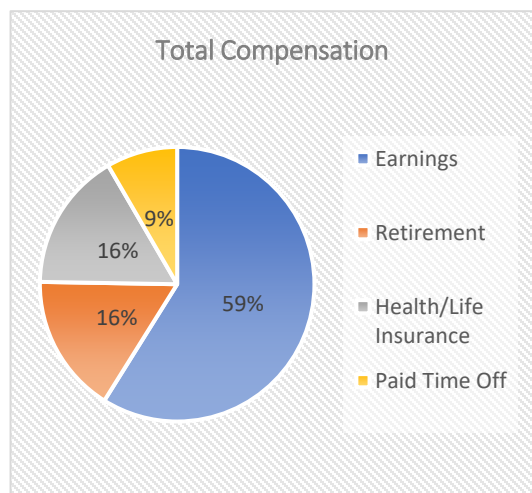


TOTAL COMPENSATION STATEMENT

* SAMPLE FOR ILLUSTRATION PURPOSES ONLY *

POSITION: Case Manager, Full-time
LOCATION: Portland, Maine
STARTING LEVEL: CL 25
SALARY: \$54,187 per Annum

The Federal Judiciary provides a generous benefit package which, in addition to salary, is an important component of total compensation. This total compensation statement illustrates the value of the Federal Judiciary benefits. Please be advised that the information is tailored to this position as above, however some of the individual benefit values may vary based on your benefit choices.



ANNUAL SALARY **\$54,187.00**

Retirement Benefits	\$ 15,063.99
Health/Life Insurance	\$ 15,036.94
Paid Time Off	\$ 7,711.23

TOTAL EMPLOYER CONTRIBUTIONS **\$37,812.16**

Employer contributions represent 41.10% of total compensation.

TOTAL COMPENSATION **\$91,999.16**

EMPLOYER CONTRIBUTIONS

Retirement Benefits

- ❖ Retirement - Basic Benefit (FERS) 16.6 – 18.4% of basic pay for FY23, varies by type of FERS employee (FERS, FERS RAE or FERS FRAE)
- ❖ Thrift Savings Plan - Automatic Contribution 1% of Basic Pay for FERS employees
- ❖ Thrift Savings Plan - Employee Matching Up to an additional 4% of Basic Pay
Judiciary matches dollar for dollar for the first 3%, then 50 cents for every dollar contributed after that, up to 5%
- ❖ Social Security 6.2% of earnings up to SS Wage Base

Health /Life Insurance

- ❖ Health Insurance – FEHB Approximately 72% of FEHB Premium
- ❖ Life Insurance - FEGLI BASIC option \$.075 per every \$1,000 of insurance

Paid Time Off

- ❖ Sick Leave 4 hours per pay period = 104 hours per year
- ❖ Annual Leave 4 – 8 hours per pay period based on length of service
0 – 3 years = 104 hours/year
3 – 15 years = 160 hours/year
15+ years = 208 hours/year
- ❖ Paid Holidays 11 federal holidays

ADDITIONAL BENEFITS

- ❖ Dental Insurance, *premiums paid on a pre-tax basis*
- ❖ Vision Insurance, *premiums paid on a pre-tax basis*
- ❖ Flexible Spending Accounts, *contributions paid on a pre-tax basis*
- ❖ Workplace flexibilities, *flexible work schedules*
- ❖ Paid Parental Leave, *12 weeks*
- ❖ Employee Recognition Program
- ❖ Professional Education and Training
- ❖ Benefit and Retirement counseling and training
- ❖ Employee Assistance Program (EAP)