

UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA

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JOB OPPORTUNITY NUMBER: FY 18-007

POSITION: Case Management Supervisor

LOCATION: Alexandria, VA

Opening Date: June 22, 2018

**Closing Date: Open until filled
Applications received by July 10th
will receive first consideration.**

CLASSIFICATION LEVEL/STARTING SALARY: CL 26-CL28 (\$49,525 - \$81,548)

Actual starting salary dependent upon qualifications.

POSITION OVERVIEW

This position is located in the Clerk's Office of the United States District Court for the Eastern District of Virginia. The incumbent is responsible for the overall management and supervision of the case management section.

DUTIES AND RESPONSIBILITIES

Develops, analyzes, evaluates, and makes recommendations to senior management to improve the effectiveness of the operations of the court, including work methods and procedures, changes in policies, organization, planning, general management and programs. Follows through on the implementation of approved changes. Keeps abreast of legislative policy changes at the national level that may affect the work of the case management team, including Federal and Local Rule changes.

Instructs, coaches, and develops staff performing the daily operations of the Clerk's Office, fostering a sense of teamwork and customer service. Acts as facilitator between senior management and court operations staff ensuring that staff are aligned with district-wide and divisional goals and objectives.

Plans, organizes, and monitors the progress of the work of court operations staff, while coordinating the distribution of work and ensuring office coverage. Performs case management duties as needed.

Monitors electronic transcripts (civil and criminal) filed by official and contract court reporters on a daily basis, including reviewing/removing transcript restrictions in CM/ECF when applicable.

Monitors case opening and closing activities at the end of each month and tracks docketing activity to ensure docketing is accomplished in a timely manner. Performs quality assurance duties.

Establishes performance expectations and provides support in meeting those expectations. Evaluates employee performance and conducts regular performance planning and meetings.

Deals effectively with employee suggestions, complaints, grievances, and other personnel matters that may affect work productivity.

Serves as liaison to judges, other sections and divisions within the clerk's office, other courts, and related agencies regarding case management information exchange, including proper filing procedures.

Participates in interview and selection process of candidates for vacant positions.

Provides backup duties to the Division Manager.

Performs other related duties as assigned.

QUALIFICATIONS

Three years of experience in a responsible administrative, professional, or technical position that provided an opportunity to gain: (1) skills in successful interpersonal work relationships; (2) the ability to exercise mature judgment; and (3) a knowledge of the basic concepts, principles, and theories of management. At least one year of experience must be equivalent to work at the next lower classification level.

Successful candidates should have extensive knowledge and progressively responsible experience with the routine use of legal terminology and the ability to apply a body of rules, regulations, directives, or laws. Familiarity with case processes, federal and local rules, operational knowledge and experience with civil/criminal docketing and quality control is highly desired. Such experience is commonly encountered in law offices, federal courts, or other courts in the judicial system. Federal judiciary experience is preferred.

Additional requirements: The ability to communicate effectively, exercising good judgment and tact; the ability to meet the public in a professional and courteous manner, work harmoniously with others in a team-based organization, and handle confidential matters professionally; and the ability to organize time, work, and staff effectively, balancing the demands of workload responsibilities and deadlines.

BENEFITS

A generous benefits package is available and includes:

- A minimum of 10 paid holidays per year
- Paid annual leave
- Paid sick leave
- Retirement benefits
- Optional participation in the Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in the choice of Supplemental Dental and Vision Insurance
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service
- Optional participation in Transit Subsidy

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants to review upon request.

Employees of the United States District Court are **Excepted Service Appointments**. Excepted service appointments are at will and can be terminated with or without cause by the Court.

Employees will be hired provisionally pending the results of a background investigation.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

APPLICATION INFORMATION

Interested applicants must submit a cover letter, resume, the Application for Federal Employment (document can be found under “Related Links” on the Career Opportunities page of our website), and a list of references.

Position is open until filled. Priority consideration will be given to applications received by **July 10**. Submit electronically to jobannouncement@vaed.uscourts.gov Hard copy and faxed copies of applications will not be accepted.

Only applicants selected for an interview will be notified. Unsuccessful applicants will not receive notice.

The United States District Court is an Equal Opportunity Employer.