

# UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA

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**JOB OPPORTUNITY NUMBER: FY 17-011**

**POSITION: Case Manager**

**LOCATION: Norfolk, VA**

**Opening Date: July 7, 2017**

**Closing Date: Open until filled  
(Applications received by July 24, 2017,  
will receive first consideration)**

**CLASSIFICATION LEVEL/STARTING SALARY: CL 25 (\$39,796 - \$49,765)**

**Actual starting salary dependent upon qualifications.**

## **POSITION OVERVIEW**

The position is located in the Clerk's Office of the United States District Court for the Eastern District of Virginia, Norfolk Division. The Case Manager maintains the official case events summary on the docket from opening to final disposition. Performs quality control of all assigned electronic cases within established time frame.

## **DUTIES AND RESPONSIBILITIES**

The incumbent performs quality control of incoming documents for conformity with rules, assigns cases to judges, opens civil and criminal cases, scans and converts documents into pdf. files, makes summary entries of documents and proceedings on the automated docket, links case entries for proper case management, maintains the official case records from the opening through final disposition, closes cases upon receipt of terminating documents. Transmits appeals to the Court of Appeals for the Fourth Circuit and the Federal Circuit. The incumbent assists the public by answering inquiries on the status of cases and providing procedural information to pro se litigants in person and by telephone. The incumbent also provides case information to judges, court staff and attorneys.

The case manager also provides back-up duties to other staff members in the office, such as reviewing pro hoc vice applications and entering onto the record upon approval, processing archive requests, and opening office mail.

## **QUALIFICATIONS**

Applicants must have two years of progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical or administrative procedures. This experience must have included the demonstrated ability to apply a body of rules, regulations, directives, or laws and involved the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Experience in a court environment is preferred.

Other Requirements: Ability to communicate information accurately, effectively, and in a timely manner with attorneys, court personnel, and the public. Be proficient in the use of applicable automated systems, such as Microsoft and Adobe Acrobat. Have the ability to organize and maintain files electronically. Incumbent must be extremely detail-oriented and possess strong organizational, analytical, problem-solving, customer service, and interpersonal skills.

## **EDUCATION**

High school graduation or equivalent required. College degree preferred.

## **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

## **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.

To ensure consideration, applications must be received **by July 24, 2017**. Submit electronically to [jobs@vaed.uscourts.gov](mailto:jobs@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.**