

UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA

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JOB OPPORTUNITY NUMBER: FY 22-037

POSITION: Case Manager

LOCATION: Newport News, VA

Opening Date: August 30 2022

Closing Date: September 18, 2022

Priority consideration will be given to applications received by September 11, 2022

CLASSIFICATION LEVEL/STARTING SALARY: CL25 (\$44,136 – \$71,767)

Actual starting salary dependent upon qualifications and experience.

POSITION OVERVIEW

The position is located in the Clerk's Office of the United States District Court for the Eastern District of Virginia, Newport News Division. The Newport News Division office is a small office consisting of only two operations employees; therefore, staff must perform unique duties, including coverage of the United States Bankruptcy Court. The Case Manager maintains the official case events summary for Norfolk and Newport News cases on the docket from opening to final disposition; performs quality control of all assigned electronic cases within established time frame; and, provides back-up duties to the Divisional Deputy which may include occasional, basic Bankruptcy functions. The Case Manager reports to the Operations Supervisor located in Norfolk.

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,
- processes search warrants and pen registers,
- transmits appeals to the Court of Appeals for the Fourth Circuit and the Federal Circuit,
- assists the public by answering inquiries on the status of cases and providing procedural information to pro se litigants in person and by telephone,
- provides case information to judges, court staff and attorneys,
- may handle basic Bankruptcy functions, such as receiving filings and answering questions.

Additionally, the case manager provides back-up duties to the Newport News Divisional Deputy, such as serving as back-up cashier and financial deputy, and processing mail and processing prisoner cases. Other duties as assigned.

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 13-26 days of annual leave, 13 days of sick leave, 10 paid holidays per year, immediate matching contributions in the Thrift Savings Plan, pre-tax programs (health, dependent care and transportation), and insurance plans (i.e., health, life, disability, and long-term care).

CONDITIONS OF EMPLOYMENT

- Employees must be United States citizens or eligible to work in the United States.
- Employees will be hired provisionally pending the results of a background investigation.
- Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.
- Positions with the United States District Court Clerk's Office are **Excepted Service** appointments. Excepted service appointments are **at will** and can be terminated with or without cause by the Court.
- In response to the COVID-19 pandemic, the following policies and procedures have been established:
 - Employees must complete an attestation form addressing their vaccination status.
 - Employees that are not fully vaccinated, and those that elect not to disclose their vaccination status, must obtain testing for COVID-19 once a week and provide the test results to human resources.

APPLICATION INFORMATION

Interested applicants must submit four (4) items combined into a single PDF:

- 1) a cover letter;
- 2) a resume;
- 4) a list of professional references; and
- 3) a completed Federal Judicial Branch [Application for Employment \(AO 78\)](#).

Priority consideration for applications received by September 11, 2022. Submit electronically to jobbox7@vaed.uscourts.gov. Hard copy and faxed copies of applications will not be accepted.

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

The United States District Court is an Equal Opportunity Employer.