

Career Opportunity Case Manager

Up to Three Positions Available
Classification Level: 26
Salary Range: \$44,569 — \$72,444
Promotion Potential to CL-27 (\$48,969-\$79,587)

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES.

POSITION SUMMARY

These positions may be located in any of the Court's offices in Detroit, Ann Arbor, Bay City, Flint and Port Huron, with the majority of the positions located in Detroit. The position reports directly to the Case Manager Supervisor. The employee performs general or specialized case management functions. The duties involve managing a judge's caseload, attending and logging court proceedings, processing orders, and recording proceedings. This job entails a high level of knowledge and complexity regarding court and/or courtroom operations. The employee supports courtroom operations by recording court proceedings and/or assisting with less complex calendaring and case manager duties. Work is performed in an office setting or a courtroom. Some lifting may be required to handle and set up equipment in the courtroom. Occasional travel within the District may be required.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:

- Record court proceedings. Manage and organize exhibits used in court proceedings, including setting up and troubleshooting electronic recording systems. 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, notices and prepare minute entries electronically.
- Review cases or reports for necessary actions.
- Keep judge and immediate staff informed of case progress. Assist the judge and parties in jury selection and maintain records of jury selection and attendance. Act as liaison between the clerk's office, the bar, the public and the judge to ensure that cases proceed smoothly and efficiently. Maintain contact with counsel during deliberations.
- Schedule court reporters and interpreters; process transcripts; arrange for transcriptions; answer questions from parties and the public regarding obtaining transcripts. Refer defendants to probation office as appropriate.
- Inform Jury Administrator of upcoming trials, needs for jurors, etc. Draft simple orders and judgments for the judge's approval including judgment commitment orders. Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems.
- Coordinate hearings. Assist in the accurate statistical reporting requirements of the Administrative Office. Review the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings.
- Perform case administration duties and/or provide training or assistance to employees performing case administration duties, and administrative tasks such as financial transactions.
- May operate Courtroom Technology/Evidence Presentation equipment.
- Perform other duties as assigned within the scope of the position.

QUALIFICATIONS

The successful candidate must possess the following:

- Consistent, high quality past job experience/performance
- An attendance record that indicates reliability/commitment
- Excellent verbal and written communication skills
- Ability to organize, plan, solve problems and work independently
- Ability to work under pressure and to learn diverse procedures and the civil and criminal rules
- Ability to work cooperatively with others, including judicial officers, the public and colleagues

*Announcement
Number: 09-10*

Posted: October 30, 2009

*Closes: November 30,
2009*



U.S. District Court
Eastern District of Michigan
www.mied.uscourts.gov

The Theodore Levin
United States Courthouse
231 West Lafayette Blvd.
Detroit, MI 48226
Attention: Human Resources
Room 848
apply@
mied.uscourts.gov
Subject: 09-10 Case Manager
Position

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Case Manager**
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QUALIFICATIONS (CON'T)

Required: A minimum of three years progressively responsible clerical or administrative experience in a legal setting requiring the application of clerical or administrative 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. At least two years of experience must be equivalent to work at the CL-26 level.

Preferred: Experience as a Case Manager, Courtroom Deputy or similar position. Proficiency in the use of Windows based computer systems, Microsoft Office Suite or WordPerfect Office Suite. Knowledge of CM/ECF. A bachelor's degree, paralegal degree, or judicial administration certification is desirable.

PROCEDURES FOR APPLYING

To be assured consideration, please submit a cover letter (include announcement number), resume **and completed application** to the address at the left by the close of business on Monday, November 30, 2009. **Incomplete submissions may not be considered.** E-mailed documents must be in WordPerfect, Word or PDF format. Zip files and faxes will not be accepted. A general skills assessment test will be administered. Only those applicants selected for testing will be contacted.

An Equal Opportunity Employer

*All applicants must be a U.S. citizen or be eligible to work in the United States
All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.
Retention depends upon a favorable suitability determination.
All appointments also subject to mandatory electronic funds transfer*