

# Career Opportunity Case Manager to the Honorable Thomas L. Ludington

Classification Level: 27

Starting Salary Range: \$46,835-\$58,562 (depending on qualifications)

Classification Level Salary Range: \$46,835-\$76,152

*Announcement  
Number: 15-02*

*Posted: January 8, 2015*

*\*Reposted: February 5,  
2015*

*Closes: February 17,  
2015*

*Location: Bay City,  
Michigan*

## **AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED APPLICANTS.**

### **POSITION SUMMARY**

This position is located in the Clerk's Office in Bay City, Michigan, reporting directly to the Case Manager Supervisor. The employee is part of a training program (approximately 3 months) designed to prepare the employee for placement as a permanent Case Manager assigned to a District Judge. In addition to classroom style instruction, the employee is given on-the-job training performing general or specialized case management functions under the supervision of the Case Manager Supervisor or designee. The duties involve managing the judge's caseload, attending and logging court proceedings, processing orders, and recording proceedings. **Retention is dependent on successful progress in and completion of training.**

### **REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:**

- Manage judge's cases by calendaring, including distributing and monitoring deadlines, monitoring filing of pertinent documents, and timely responses to judicial orders.
- Calendar and regulate case movement.
- Serve as primary source of information on scheduling conferences, hearings, trials, and other case processes.
- Record court proceedings. Manage and organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation 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 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. Take notes of proceedings, rulings, notices and prepare minute entries electronically.
- 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 high tech equipment.
- Perform other duties as assigned within the scope of the position.



U.S. District Court  
Eastern District of Michigan  
[www.mied.uscourts.gov](http://www.mied.uscourts.gov)

The Theodore Levin  
United States Courthouse  
231 West Lafayette Blvd.  
Detroit, MI 48226  
Attention: Human Resources  
Room 848

E-mail application materials to  
"apply@mied.uscourts.gov"  
Subject: 15-02 Case Manager  
to Judge Ludington

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## **QUALIFICATIONS**

Qualifications must be met at the time of application. The successful candidate must possess the following:

- Consistent, high quality past job performance demonstrating sound ethics and judgment
- An attendance record that indicates reliability/commitment
- Excellent verbal and written communication skills (grammar, spelling, punctuation, etc.)
- Excellent organizational skills
- Ability to take initiative, manage multiple tasks, respond to requests on short notice and meet stringent deadlines
- Ability to be tactful and work cooperatively with others, including judicial officers, the public and colleagues
- Proficient in the use of Microsoft Word, Word Perfect and Excel; in conducting internet searches; and in the use of computer file structure and other computer applications

**Required:** A minimum of a high school diploma or equivalent with a minimum of two years specialized experience **within the last seven years of employment**, including at least one year of specialized experience equivalent to work at the CL-26 level. For placement above the minimum, at least two years of specialized experience equivalent to work at the CL-26 level **within the last seven years of employment** is required.

**Specialized experience** is defined as progressively responsible **administrative support** experience in a **legal** setting requiring the regular and recurring application of administrative procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involves the routine use of specialized terminology and automated technology for word processing, data entry and report generation.

**Preferred:** Current or most recent position meets the definition of specialized experience **within the last seven years of employment**. Experience as a case manager performing similar duties in a court setting **within the last seven years of employment**. A minimum of an associates degree in a related field, a paralegal degree/certificate and/or a judicial administration certification.

## **PROCEDURES FOR APPLYING**

To be assured consideration, please submit the following single-sided documents **ONLY**: a cover letter (include announcement number), resume **and completed application** (download from the Court website) to the address at the left of page 1 by 5:00 PM on the closing date. E-mail submission is preferred. E-mailed documents must be in WordPerfect, Word or PDF format. Zip files and faxes will not be accepted.

Application materials that do not adhere to the Procedures for Applying may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate application must be made to individual vacancy announcements.

A general skills assessment will be administered. Only those applicants selected for assessment will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

### **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.*

*More than the advertised number of positions may be filled with this announcement.*