

VACANCY ANNOUNCEMENT 2014-4

OFFICE OF THE CLERK UNITED STATES DISTRICT COURT EASTERN DISTRICT OF TENNESSEE

DATE: July 16, 2014

POSITION TITLE: Case Manager (Full Time Permanent)

LOCATION: Greeneville, TN

SALARY: CL 23/1 to CL 23/25 (\$31,343 to \$39,179)
Based on prior qualifications, salary and experience.

PROMOTION POTENTIAL: There is promotion potential to the CL 24 and CL 25 levels without competition (depending upon budget).

CLOSING DATE: August 6, 2014

POSITION OVERVIEW:

The U.S. District Court Clerk's Office for the Eastern District of Tennessee is recruiting for a Case Manager position with legal experience. Job duties include:

- Maintaining the official court record in civil and criminal cases through the use of the court's electronic filing system (CM/ECF).
- Answering inquiries from attorneys and the public concerning the status of cases, court procedures, and electronic case filing processes.
- Performing cashier duties as outlined in the Internal Controls Manual.
- Performing quality control on documents filed with the court.
- Providing support for judges and chambers staff.
- Providing back up courtroom deputy services.
- Performing other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school graduate, or the equivalent. Undergraduate degree is preferred.
- Two years of general experience consisting of progressively responsible clerical, office, or other work indicating the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position. At least five years relevant legal experience is preferred.
- Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.
- Strong typing and proficient computer skills. Experience using CM/ECF is desired.
- Knowledge of legal terminology and processes is preferred.

GENERAL QUALIFICATIONS:

Candidates should expect a fast-paced working environment which requires strong organizational skills and the ability to remain calm and take decisive action during high pressure situations. The incumbent must be detail oriented. The position requires an ability to communicate information accurately and in a timely manner to the public, attorneys, judges and chambers staff. The incumbent must maintain a professional

demeanor and exercise mature judgment and be a dependable, flexible, team participant.

BENEFITS:

Employees of the U.S. District Court are "Excepted Appointments" and considered "At Will" judicial employees subject to a six-month probationary period. Federal Civil Service classifications and regulations do not apply. Court employees are entitled to the same benefits as other federal employees such as:

- Thirteen days of paid vacation for the first three calendar years, twenty days after three years and twenty-six days after fifteen years.
- Ten paid federal holidays per calendar year.
- Participation in a Federal Employees Health Insurance Program.
- Participation in Group Life Insurance, Long-Term Care Insurance, and Long-Term Disability programs.
- Participation in a pre-tax Flexible Benefits Spending Account.
- Participation in the Federal Employees Retirement System with investment opportunities through the Thrift Savings Plan.

OTHER INFORMATION:

The United States District Court requires employees to adhere to a Judicial Code of Conduct. The Court maintains a smoke-free environment. Salary is paid by electronic funds transfer.

APPLICATION PROCESS:

In order to apply, you must submit **ONE (1) PDF DOCUMENT THAT INCLUDES THE FOLLOWING:**

- A cover letter which addresses the qualifications, skills and experience necessary to perform the job;
- A resume, including a list of professional references; and
- A completed AO 78, Application for Federal Judicial Branch Employment (available on the court's website at www.tned.uscourts.gov/docs/ao78.pdf)

INCOMPLETE SUBMISSIONS AND SUBMISSIONS THAT ARE NOT RECEIVED IN ONE PDF FILE MAY NOT BE CONSIDERED. Forward your complete pdf application file via e-mail to connie_penland@tned.uscourts.gov.

ONLY APPLICANTS SELECTED FOR AN INTERVIEW WILL BE NOTIFIED. Applicants interviewed will be asked to take a short basic computer skills test. Employment references will be checked prior to a job offer. Final candidates will undergo a mandatory FBI fingerprint/background check.

THE COURT RESERVES THE RIGHT TO MODIFY THE CONDITIONS OF THIS JOB ANNOUNCEMENT OR TO WITHDRAW THE ANNOUNCEMENT WITHOUT WRITTEN NOTICE TO APPLICANTS. IF A SUBSEQUENT VACANCY OF THE SAME POSITION BECOMES AVAILABLE WITHIN A REASONABLE TIME OF THE ORIGINAL ANNOUNCEMENT, THE COURT MAY ELECT TO SELECT A CANDIDATE FROM THE ORIGINAL QUALIFIED APPLICANT POOL.

THE COURT IS NOT AUTHORIZED TO REIMBURSE CANDIDATES FOR TRAVEL IN CONNECTION WITH AN INTERVIEW OR PAY FOR ANY RELOCATION EXPENSES.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER AND VALUES DIVERSITY IN THE WORKPLACE