

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

VACANCY ANNOUNCEMENT 2024-1

DATE: January 12, 2024

POSITION TITLE: Case Manager (Full-Time Permanent)

LOCATION: Knoxville, TN

SALARY: CL 23/1 to CL 24/61 (\$39,212 to \$70,610)
Starting salary is dependent upon qualifications and experience in accordance with the Court Personnel System and is usually in the low to middle portion of the range provided above.

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

CLOSING DATE: January 28, 2024

POSITION OVERVIEW:

The U.S. District Court Clerk's Office for the Eastern District of Tennessee is recruiting for a Case Manager position responsible for docketing, maintaining and processing case information, and managing the progression of cases to final disposition, in accordance with approved internal controls, procedures, and rules. The position is on the staff of the Clerk of Court. Job duties include:

- Maintaining the official court record in civil and criminal cases through the Court's Case Management Electronic Case Filing (CM/ECF) system.
- 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 Court's Internal Controls Manual.
- Performing quality control on documents filed with the Court.
- Providing support for judges and chambers staff.
- Providing backup courtroom deputy services as needed.
- Performing other duties as assigned.

QUALIFICATIONS:

To qualify for the position, applicants must be high school graduates, or the equivalent. An undergraduate or paralegal degree is preferred. Applicants must have two years of general experience consisting of progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position. 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. Applicants should also have excellent computer skills and proficiency in the use of Microsoft Office 365 applications and Adobe Acrobat. Experience using CM/ECF system and knowledge of legal terminology and processes is preferred.

The successful candidate should possess effective oral and written communication skills and the ability to relay information to judges and their chambers staff, attorneys, and the public in a timely and accurate manner. In addition, well-developed organizational skills, mature judgment, and the ability to maintain a professional demeanor in a fast-paced working environment is essential. The incumbent must be a dependable and flexible team participant.

BENEFITS:

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. Thirteen days of paid sick leave and eleven paid federal holidays per calendar year.
- Participation in the Federal Employees Health Benefits (FEHB) Program, the Federal Employees Dental and Vision Insurance Program (FEDVIP), and the Federal Employees Group Life Insurance (FGLI) Program.
- Supplemental benefits, including health and dependent care reimbursement accounts, commuter benefits, and long-term care insurance.
- Participation in the Federal Employees Retirement System with investment opportunities through the Thrift Savings Plan (similar to a 401k).

Current Judiciary employees transferring without a break in service will maintain their current benefits.

APPLICATION PROCESS:

Submit one document in PDF format via e-mail to Human_Resources@tned.uscourts.gov that includes the following:

- A cover letter addressing 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](#).

Incomplete submissions and submissions that are not received in one PDF document may not be considered.

DISCLOSURES:

- Applicants must be U.S. citizens or eligible to work in the United States.
- Only applicants selected for an interview will be notified. The Court is not authorized to reimburse candidates for travel in connection with an interview or pay for any relocation expenses.
- Employment references may be checked prior to a job offer.
- The successful candidate will undergo a mandatory FBI fingerprint check/background investigation and will be considered a provisional employee pending successful completion of the investigation.
- U.S. District Court employees serve under “Excepted Appointments” and are considered “at will.” Employment can be terminated with or without cause by the Court. Federal Civil Service classifications and regulations do not apply.
- U.S. District Court employees are required to adhere to the [Code of Conduct for Judicial Employees](#) and are subject to strict confidentiality requirements.
- Salary payments are subject to mandatory electronic funds transfer (direct deposit).
- 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 United States District Court is an Equal Opportunity Employer and values diversity in the workplace.