

OFFICE OF STAFF COUNSEL

UNITED STATES COURT OF APPEALS
FOR THE FOURTH CIRCUIT
Richmond, Virginia

POSITION ANNOUNCEMENT
November 17, 2014

Announcement Number: 14-03
Position Title: Appeals Case Manager
Job Classification Level: CL 24-25
Number of Vacancies: One full-time position. Highly qualified applicants desiring part-time employment will also be considered.
Salary Range: \$35,406 to \$63,568
(Starting grade and salary based upon qualifications, experience, and salary history.)
Position Location: Richmond, Virginia
Position Starting Date: As soon as possible following acceptance of an offer of employment.
Application Schedule: Applications will be accepted immediately. While this announcement will remain open until the available position is filled, it is anticipated that selection decisions will be finalized no later than December 2014. To ensure full consideration, application materials must be received by Friday, December 5, 2014. Applications received after that date may not receive full consideration.

POSITION SUMMARY: The Office of Staff Counsel, United States Court of Appeals for the Fourth Circuit, is comprised of thirty-two attorneys and seven support personnel. The primary responsibility of the Office is to assist the judges of the Court in the consideration and resolution of cases on appeal. Appeals case managers further this effort by providing case management, administrative, and clerical support to the Office's staff attorneys.

DUTIES AND RESPONSIBILITIES: Appeals case managers review documents filed in appeals to ensure they are accorded proper attention; make docket entries using the court's automated case management system; prepare and issue orders upon instructions from staff attorneys or judges; respond to inquiries from counsel, litigants, district courts, and other court units; and provide a full range of administrative and clerical support to staff attorneys in the performance of their duties.

QUALIFICATIONS: Mandatory qualifications include a minimum of two years of general experience in a progressively responsible clerical or administrative position, and a minimum of one year of specialized experience that required application of clerical procedures involving routine use of keyboard skills, specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. The successful candidate will possess exemplary organizational and written and verbal communication skills; demonstrated ability to independently plan work to meet multiple and conflicting deadlines and to accommodate demands for increased productivity; and the aptitude and flexibility to work successfully as part of a team. Experience in federal or state courts, law firms, or other legal settings is strongly preferred. Proficiency in the use of Microsoft Word is required. Familiarity with CM/ECF, the Court's case management and case filing system, is strongly preferred. Applicants must be United States citizens or eligible to work for the United States government.

SALARY AND BENEFITS: Starting salary offers above the minimum will reflect individual qualifications, experience, and salary history, and may be constrained by budgetary considerations. The highest grade to which an appeals case administrator can be promoted is Classification Level 25. Salaries are paid bi-weekly through mandatory Electronic Funds Transfers. Federal employment benefits include the availability of health, life, disability, and long-term care insurance; the opportunity to establish health and dependent care reimbursement accounts; participation in the Federal Employees Retirement System and Thrift Savings Plan; annual and sick leave; and paid holidays.

APPLICATION PROCEDURES: To apply, submit the following: (1) cover letter, (2) resume, (3) salary history, and (4) the names, addresses, and telephone numbers of at least three references having first-hand bases for evaluating the applicant's aptitude for the work performed by appeals case managers.

Application materials may not be telefaxed.

Submit application materials and direct inquiries to:

Sylvia K. Stacy
Administrative Manager
Office of Staff Counsel
600 East Main Street, Suite 2200
Richmond, Virginia 23219-2441
(804) 916-2900
sylvia_stacy@ca4.uscourts.gov

The applicants considered most qualified will be invited for personal interviews. Only those applicants selected for an interview will be contacted. Interviews will be conducted at the Office of Staff Counsel in Richmond. Travel expenses are the responsibility of the applicant. Relocation costs will not be reimbursed.

OTHER INFORMATION:

The Office of Staff Counsel provides reasonable accommodations to prospective applicants and applicants with disabilities. If a prospective applicant requires a reasonable accommodation for any part of the application process, or an applicant invited for an interview requires a reasonable accommodation for any part of the interview process, please contact Sylvia K. Stacy, Administrative Manager, at the address or phone number noted above. Requests for a reasonable accommodation will be individually considered and decisions will be promptly made.

Applicants to whom offers of employment are offered will be required to submit to a name and fingerprint background investigation. Offers of employment are conditioned upon the satisfactory outcome of the required background inquiry.

THE OFFICE OF STAFF COUNSEL IS AN EQUAL OPPORTUNITY EMPLOYER.