

UNITED STATES COURT OF APPEALS FOR THE FOURTH CIRCUIT
OFFICE OF THE CLERK, RICHMOND, VIRGINIA
POSITION ANNOUNCEMENT (14-09)

Position: **CASE MANAGER**

Location: Richmond, Virginia
Application Period: Apply by October 17, 2014 to receive full consideration
Classification/Salary Range: CL 25 (\$39,109-\$63,568)

POSITION OVERVIEW

Case managers are responsible for managing the procedural aspects of an appeal from case opening through issuance of the mandate. Responsibilities include: opening new cases filed in the Court, maintaining the case docket, setting filing deadlines, obtaining compliance with fee and filing requirements, processing motions pursuant to the Court's operating procedures, reviewing briefs and other documents for compliance with appellate rules, taking action on documents filed with the Court, drafting orders, entering judgments, monitoring the status of appeals, and answering procedural questions regarding the case from counsel, litigants, and other offices.

QUALIFICATION REQUIREMENTS

The position requires the ability to apply federal and local rules of procedure; skill in handling procedural matters; strong written and verbal communication skills, including skill in drafting and proofreading documents for spelling, grammar, punctuation, and usage; the ability to interact effectively with judges, attorneys, litigants, and court personnel; and strong word processing and computer skills. Experience using the federal Case Management/Electronic Case Filing System is desirable. Qualification at the CL-25 level requires at least two years of progressively responsible clerical experience involving the routine use of keyboard skills, use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws, including at least one year equivalent to work at the CL-24 level.

CONDITIONS OF EMPLOYMENT

Applicants must be United States citizens or eligible to work in the United States. Employment is conditioned upon the successful completion of a background check.

APPLICATION INFORMATION

To ensure full consideration, interested applicants should submit a cover letter and resume via email to 4CCA-Vacancy@ca4.uscourts.gov by **October 17, 2014**. Please include "Job Announcement- 14-09" in the subject line.

The United States Court of Appeals for the Fourth Circuit is an Equal Opportunity Employer.