

# Case Manager Career Opportunity



## U.S. Court of Appeals for the Fourth Circuit

WEBSITE  
[ca4.uscourts.gov](http://ca4.uscourts.gov)

PHONE  
804-916-2700

- **Announcement #:** CLK-21-02
- **Location:** Richmond, VA
- **Appointment:** Career / Fulltime
- **Open Until Filled** – Preference given to applications received by June 22, 2021.
- More than one position may be filled.

### Fourth Circuit

The United States Court of Appeals is part of the federal judicial branch of government. The 94 U.S. judicial districts are organized into 12 regional circuits, each of which has a United States court of appeals. A court of appeals hears appeals from the district courts located within its circuit, as well as appeals from decisions of federal administrative agencies. The Fourth Circuit encompasses the states of Maryland, North Carolina, South Carolina, Virginia, and West Virginia.

### ABOUT THE JOB

Case managers are responsible for managing the procedural aspects of an appeal from case opening through issuance of the mandate. They manage their own caseload and work as part of a case management team within the Clerk's Office.

The ideal candidate for this position is highly skilled in reviewing case filings, applying procedural rules and operational guidelines, and managing case deadlines. The ideal candidate brings excellent customer service skills; is organized and detail-oriented; and possesses strong oral and written communication skills, including skill in drafting and proofreading documents for spelling, grammar, and punctuation.

The Clerk's Office is committed to providing exceptional customer service and effective management of the Court's caseload. The Court prides itself on being a collegial and collaborative organization as well as an overall exemplary place to work.

### OVERVIEW OF DUTIES

- Opening new cases filed in the Court.
- Maintaining the case docket, setting filing deadlines, and 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, and monitoring the status of appeals.
- Answering procedural questions regarding the case from counsel, litigants, and other offices.

### SALARY RANGES

- **\$40,029-\$65,074** (CL-24) (promotion potential without further competition), or
- **\$44,222-\$71,858** (CL-25) (depending on experience and qualifications).

## QUALIFICATIONS

### Required Qualifications

- CL-25 – 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 CL-24.
- CL-24 – Candidates who do not have the requisite experience for consideration at the CL-25 level will be considered for appointment at the CL-24 level.

### Preferred Qualifications

- Four-year college degree with strong GPA.
- Knowledge of MS Office
- Familiarity with the Case Management-Electronic Case Filing system (CM/ECF)

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**The U.S. Court of Appeals  
for the Fourth Circuit  
is an Equal Opportunity Employer.**

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### APPLICATION PROCEDURE

Email (1) a **cover letter** detailing your qualifications and experience as they relate to the requirements of the position; (2) a **resume** that includes the name, title, and contact information of three references; and (3) an **AO78–Application for Employment** to Human Resources at [4cca-vacancy@ca4.uscourts.gov](mailto:4cca-vacancy@ca4.uscourts.gov) in a single PDF document. (The AO-78 is located at <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>.)

Please include the title of the position in the subject line of the email, and please note in the cover letter how you learned of the announcement.

Receipt of applications will be acknowledged. After acknowledgment, only those selected for an interview will be contacted.

### BENEFITS

The Court offers a robust and competitive benefits package and is a qualifying employer for **Public Service Loan Forgiveness**.

- **Vacation time** accrues at a rate of 104 hours per year the first three years and increases with tenure.
- **Sick days** accrue at a rate of 104 hours per year.
- Ten paid annual **holidays**.
- **Flexible schedules**.
- **Telework** opportunities.
- A variety of Agency-subsidized federal **health insurance** plans are available.
- **Dental** and **vision** coverage, life insurance, and long-term care insurance are available.
- A **flexible spending account** program is provided.
- Employees participate in both the Federal Employees **Retirement System (FERS)** and the **Thrift Savings Plan** (similar to a 401(k) plan).
- **Mass transit subsidy (budget dependent)**.

### CONDITIONS OF EMPLOYMENT

Applicants must be citizens of the United States or meet requirements under current law. Federal judiciary employees serve under “Excepted Appointments,” and are thus “at-will,” and as such, can be terminated with or without cause. Employees are subject to the Code of Conduct for Judicial Employees, which is available to applicants for review upon request. All applicant information is subject to verification. The appointment to the position is provisional pending a suitability determination by the Court based on the results of an FBI background investigation, which includes fingerprinting. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits. Reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant is not provided.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.