



# UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF MISSISSIPPI

OXFORD DIVISION  
911 Jackson Avenue, Suite 369  
Oxford, MS 38655

DAVID CREWS  
Clerk of Court

ABERDEEN DIVISION  
301 West Commerce Street, #13  
Aberdeen, MS 39730

GREENVILLE DIVISION  
305 Main Street, Suite 329  
Greenville, MS 38701

## NOTICE OF VACANCY

**Announcement Number:** 18-105  
**Location:** Oxford, Mississippi  
**Position Title:** Case Manager  
**Classification Level:** CL-25  
**Salary Range:** \$50,598 - \$65,799 annually  
**Type of Appointment:** Permanent, Full-time  
**Opening Date:** July 9, 2018  
**Closing Date:** August 3, 2018, or until filled

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### **Position Overview:**

This position will be based in Oxford, Mississippi, but will entail occasional overnight travel to Aberdeen and Greenville, and infrequent overnight travel to other sites. As a member of the case management team, the Case Manager manages the progression of civil and criminal cases and related proceedings from opening to final disposition. The incumbent performs docketing, monitors the completion of the required procedural steps, and performs the necessary noticing and administrative and clerical tasks. Responsibilities of this position may include, but are not limited to, the following:

- Manages civil and criminal cases from opening to closing; ensures timely progression and disposition of cases; reviews, identifies, and researches the accuracy, timeliness, and quality of data entered into the case record; makes corrections to the case record to comply with local and national procedures; and ensures that all case files and related information are accessible.
- Prepares and analyzes required reports, and checks data from reports in order to meet quality assurance standards.
- Opens new case files in case management system; assigns case numbers to judges; and verifies attorney's authority to practice.
- Monitors proper access to records; verifies and issues summons; and provides noticing as required by law.
- Scans and docket documents filed conventionally and enters documents and proceedings on the case docket.
- Performs quality control on external and internal docketed entries to ensure the accuracy and integrity of official court records.
- Informs customers of required fees; receives payments and issues receipts; secures funds in cash register; balances cash drawer at the end of the day; and processes credit card payments for filed documents.

- Ensures that all automated entries are appropriately linked for proper case management.
- Audits cases for closing and checks the docket to ensure that all necessary documents are entered and deadlines are met before closing case.
- Assists the public with electronic and paper files; conducts case research as required; provides archive information for closed cases; provides file copies as requested; and maintains mailing records.
- Provides attorneys and the public with information regarding court procedures, practices, policies, and other activities.
- Other duties as assigned.

## **QUALIFICATIONS**

**Minimum Qualifications:** Candidates must have a high school diploma or equivalent. To be eligible for appointment at CL-25, a candidate must possess a minimum of one year of specialized experience equivalent to work at a CL-24 level.

Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organization, and insurance companies.

**Desired Qualifications:** Bachelor's degree from an accredited college or university. Experience in a legal setting and CM/ECF (Case Management/Electronic Case Filing) experience is highly desirable.

### **Candidates must also demonstrate:**

- A consistent past employment record;
- Experience in dealing with routine and complex assignments;
- Excellent typing and proofreading skills;
- A demonstrated ability to think through, analyze, and interpret written communications;
- Ability to prioritize tasks and work assignments;
- Superior oral and written communication skills;
- Strong interpersonal skills; and
- A professional demeanor and appearance appropriate for a law or professional office environment.

### **Benefits:**

Employees of the United States District Courts are not included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of these benefits are:

- Full-time employees accrue 13 days of paid vacation per year for the first 3 years of employment up to a maximum of 26 days per year at the 15-year anniversary.
- 13 days of sick leave per calendar year.
- Participation in a retirement program with optional participation in the Thrift Savings Plan.
- Optional participation in a federal health insurance plan of choice.
- Optional participation in life insurance plan.

- Optional participation in supplemental insurance programs, including group long-term care, group long-term disability, dental and vision.
- Optional participation in the flexible spending account program for health and/or dependent care expenses.
- A minimum of 10 paid holidays per year.

**To Apply:**

Qualified individuals must submit the following:

- A cover letter detailing how your experience relates to the position requirements
- Application for Judicial Branch Federal Employment (Form AO-78) which may be downloaded from our website [www.msnd.uscourts.gov](http://www.msnd.uscourts.gov).
- A resume detailing all relevant experience, education, and skills.

Failure to submit a complete and signed cover letter, AO-78, and resume will result in disqualification. Description of Work section on the AO-78 must be completed.

Please mail your complete packet to:

Personnel Specialist  
 Attn: Position 18-105  
 911 Jackson Avenue East, Suite 369  
 Oxford, MS 38655

or email to:

[HR@msnd.uscourts.gov](mailto:HR@msnd.uscourts.gov)  
 (Attachments must be saved as **one** PDF file)

**Conditions of Employment:**

- Applicants must be U. S. citizens or eligible to work in the United States.
- The Court requires employees to adhere to the Code of Conduct for Judicial Employees which is available to applicants for review on the court's website at [www.msnd.uscourts.gov](http://www.msnd.uscourts.gov).
- Employees are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the court.
- Prior to appointment, the selectee considered for this position is required to undergo a FBI Background Check and Investigation. The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination.
- This position is subject to mandatory electronic fund transfer (direct deposit) of federal wages for court employees.

**General Information:**

- Work is performed in an office setting and professional/business casual attire is required.
- Due to the volume of applications received, the court will contact only those individuals selected for interview. Expenses associated with interviews or relocation will not be reimbursed.
- The Court reserves the right to modify the conditions of this announcement, commence interview immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

**The United States District Court for the Northern District of Mississippi is an Equal Opportunity Employer**