

Career Opportunity Case Manager Generalist

Classification Level: 25

Starting Salary Range: \$41,668-\$52,092 (depending on qualifications)

Promotion Potential up to Case Manager CL 27

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES. UP TO SIX POSITIONS AVAILABLE.

POSITION SUMMARY

This position is located in Clerk's Office in Detroit, Michigan, reporting directly to the Case Manager Supervisor. The employee is part of an extensive training program (up to approximately 18 months) designed to prepare the employee for placement as a permanent Case Manager assigned to either a district or magistrate judge. In addition to classroom style instruction, the employee is given on-the-job training performing general or specialized case management functions under the supervision of the Case Manager Supervisor or designee. The duties involve managing the judge's caseload, attending and logging court proceedings, processing orders, and recording proceedings. As part of the training, the employee will be trained and perform work in other areas of Court Operations. **Retention is dependent on successful progress in and completion of the training program.**

At the conclusion of training, the employee may be asked to provide relief to a Case Manager or perform the duties of a Court Operations Specialist and/or Jury Specialist, until such time she/he is assigned to a judge as a Case Manager. Occasional travel within the District may be required.

Permanent Case Manager assignments may be located in any of the locations within the District (Detroit, Ann Arbor, Bay City*, Flint or Port Huron). Occasional travel within the District may be required.

Case Manager Generalist CL 25 Salary Range: \$41,668—\$67,727

Case Manager CL 26 Salary Range: \$45,870—\$74,609

Case Manager CL 27 Salary Range: \$50,398—\$81,966

*Bay City falls under a separate locality pay

CASE MANAGER DUTIES INCLUDE:

The duties below are performed while in training under the supervision of the Case Manager Supervisor or designee. The duties outlined below are typical of that of a Case Manager.

- Record court proceedings. Manage and organize exhibits used in court proceedings, including setting up and troubleshooting electronic recording systems. Attend court sessions and conferences. Assist with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Take notes of proceedings, rulings, notices and prepare minute entries electronically.
- Review cases or reports for necessary actions.
- Keep judge and immediate staff informed of case progress. Assist the judge and parties in jury selection and maintain records of jury selection and attendance. Act as liaison between the clerk's office, the bar, the public and the judge to ensure that cases proceed smoothly and efficiently. Maintain contact with counsel during deliberations.
- Schedule court reporters and interpreters; process transcripts; arrange for transcriptions; answer questions from parties and the public regarding obtaining transcripts. Refer defendants to probation office as appropriate.
- Inform Jury Administrator of upcoming trials, needs for jurors, etc. Draft simple orders and judgments for the judge's approval including judgment commitment orders. Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems.

*Announcement
Number: 14-23*

Posted: August 18, 2014

*Closes: September 17,
2014*

*Location: Detroit,
Michigan*



U.S. District Court
Eastern District of Michigan
www.mied.uscourts.gov

The Theodore Levin
United States Courthouse
231 West Lafayette Blvd.
Detroit, MI 48226
Attention: Human Resources
Room 848
E-mail application materials to:
"apply@mied.uscourts.gov"
Subject: 14-23 Case Manager
Generalist

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CASE MANAGER DUTIES (Con't):

- Coordinate hearings. Assist in the accurate statistical reporting requirements of the Administrative Office. Review the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings.
- Perform case administration duties and/or provide training or assistance to employees performing case administration duties, and administrative tasks such as financial transactions.
- May operate high tech equipment.
- Provide relief to a Case Manager.
- Perform the duties of a Court Operations Specialist and/or Jury Specialist.
- Perform other duties as assigned within the scope of the position.

QUALIFICATIONS

Qualifications must be met at the time of application. The successful candidate must possess the following:

- Consistent, high quality past job experience/performance
- An attendance record that indicates reliability/commitment
- Excellent verbal and written communication skills
- Ability to organize, plan, solve problems and work independently
- Ability to work under pressure; learn diverse procedures and the civil and criminal rules
- Ability to work cooperatively with others, including judicial officers, the public and colleagues

Required: A minimum of a high school diploma or equivalent with a minimum of two years specialized experience **within the last seven years of employment**, including at least one year of specialized experience equivalent to work at the CL 24 level. For placement above the minimum, at least two years of specialized experience equivalent to work at the CL-24 level **within the last seven years of employment** is required.

Specialized experience is defined as **administrative support** experience in a **professional office and/or legal** setting requiring the application of administrative procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involves the routine use of specialized terminology and automated technology for word processing, data entry and report generation.

Preferred: A minimum of an associates degree in a related field, a paralegal degree/certificate or a judicial administration certification is desirable. Experience as a case manager in a court setting within the last seven years of employment.

PROCEDURES FOR APPLYING

To be assured consideration, please submit the following single-sided documents **ONLY:** a cover letter (include announcement number), resume **and completed application** (download from the Court website) to the address at the left of page one by 5:00 PM on the closing date. Submission by e-mail is preferred. E-mailed documents must be in WordPerfect, Word or PDF format. Zip files and faxes will not be accepted.

Application materials that do not adhere to the Procedures for Applying may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate application must be made to individual vacancy announcements.

A general skills assessment will be administered. Final candidates may be subject to further assessments. Only those applicants selected for initial assessment will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

An Equal Opportunity Employer

All applicants must be a U.S. citizen or be eligible to work in the United States.

All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.

Retention depends upon a favorable suitability determination.

All appointments also subject to mandatory electronic funds transfer.

More than the advertised number of positions may be filled with this announcement.