



United States District Court

District of Delaware

Vacancy Announcement 24-9

Position Title: Case Manager

Duty Station: Wilmington, Delaware

Salary: CL 25 \$52,783- \$85,794
CL 26 \$58,135- \$94,464
CL 27 \$63,857- \$103,811

Opening Date: April 1, 2024

Closing Date: Open Until Filled

Position Overview

Case Managers perform case management responsibilities along with courtroom service work. The duties involve managing the Judge's caseload, attending and logging court proceedings, and drafting and processing orders. This position entails a high level of knowledge and complexity regarding court operations and case flow. Case managers at this level of function support courtroom operations and are involved in calendaring, monitoring deadlines, reviewing reports and other case-related functions.

Representative Duties

- Manage the Judge's cases by calendaring and regulating their movement, monitoring the filing of pertinent documents and timely responses to judicial orders, and setting dates for hearings, trials and conferences. Generates and reviews electronic reports to aid in managing the caseload.
- Keeps Judge and immediate staff informed of case progress. Screens and reviews pending cases to ensure that all records and reference materials are available. Make recommendations to Judge and chambers staff.
- Provides docket support for civil cases and back-up docket support for criminal cases.
- Regularly attends court sessions and conferences. Assists in jury selection and maintains records of jury selection and attendance. Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary

participants, managing exhibits, and setting up evidence presentation systems. Take notes of proceedings and rulings, and prepares minute entries.

- Prepares drafts of routine judgements, letters, orders and other documents for the Judge's approval.
- Act as liaison between the Clerk's Office, the bar, the public and the Judge to ensure that cases proceed smoothly and efficiently. Coordinates with the jury administrator and other agencies regarding proceeding times, interpreter needs, court reporter needs, etc.
- Assists in the accurate statistical reporting requirements of the Administrative Office.
- Performs other duties as assigned.

Qualifications

Applicants for this position should possess up to two years of specialized experience. Specialized experience shall include the regular and recurring application of clerical procedures and 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 processing and report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies and real estate and title offices. A candidate must display initiative and be able to deal effectively with the District Judges, co-workers, the public, and the Bar. The individual must be able to understand the rules and regulations of the Court. Superior computer skills are required. A team attitude and a willingness to adapt to a changing work environment are essential to maintain the Court's quality standards. Professional or businesslike approach and attire are required.

Education and Experience

Applicants for this position should possess at least one year of specialized experience. The completion of a bachelor's degree in a related field of study is preferred.

CL 25 One year of specialized experience

CL 26 One year of specialized experience

CL 27 Two years of specialized experience

Benefits

The United States District Court for the District of Delaware offers a generous benefit's package which includes the following:

- Paid annual and sick leave
- Eleven paid federal holidays
- Participation in the Federal Employees Health Benefits Program (FEHB)
- Federal Employees Dental and Vision Insurance Program (FEDVIP)
- Federal Employees Group Life Insurance (FGLI)

- Flexible Benefits Program
- Employee Assistance Programs
- Federal Employees Retirement System (FERS)
- Thrift Savings Plan (TSP)- up to 5% match
- Student Loan Forgiveness Program for Public Service Employees
- On-site fitness facility
- Transit Subsidy Program (contingent upon availability of funds)

NOTE: Some benefits require a waiting period.

Information for Applicants

The required application documents include the following: resume, cover letter, three business references and an AO-78 Federal Judicial Branch Application for Employment. To apply for the position, please visit Court's application website at:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=dave8adr&pos=24-9>.

Applicants will receive an email confirmation upon receipt. Incomplete applications, paper applications or faxed applications will not be considered.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which action may occur without prior written notice. This job announcement may involve filing more than one position described therein.

This position is a mandatory EFT (Electronic Funds Transfer) participation for payment of net pay.

The U.S. District Court requires employees to adhere to the Judicial Code of Conduct for Judicial Employees which is available on www.uscourts.gov.

Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the U.S. District Court.

The salary for this position will be based upon experience and education in accordance with the Court Personnel System for the U.S. Courts. Advancement on the pay scale is contingent upon satisfactory performance.

The Case Manager is a sensitive position. The selected candidate will be subject to an FBI fingerprint check as a condition of employment and may be subject to periodic updated.

The U.S. District Court for the District of Delaware is an Equal Opportunity Employer.

If you have questions regarding this announcement,

please contact Beth Mason at (302)573-4539