

Vacancy Announcement
CL-09/14
UNITED STATES COURT OF APPEALS
FOR THE THIRD CIRCUIT

Announcement Date: **September 17, 2014**

Position Title: **Case Manager or Case Manager Trainee**

Location: **Philadelphia, PA**

Terms of Employment: **Full-Time, Temporary** (*one year and one day*) with potential for extension.

Closing Date: **Open until filled**

Classification Level: **CL-23/24 (\$33,437 - \$46,289) based upon qualifications and experience.**

Position Overview

The Office of the Clerk seeks a Case Manager or Case Manager Trainee to process new cases on appeal from the district court and administrative agencies. The Clerk's Office supports the U.S. Court of Appeals for the Third Circuit, which includes Pennsylvania, New Jersey, Delaware and the U.S. Virgin Islands.

Representative Duties and Responsibilities

- Receives and processes new cases on appeal from the district court and administrative agencies.
- Maintains the official case events summary on the automated court docket.
- Reviews pleadings to ensure compliance with the court's rules; accurately enters information into the automated case management system; prepares procedural and scheduling orders; monitors briefing and other due dates.
- Responds to inquiries from chambers, court staff, counsel and the public.
- Ensures the integrity and quality of case-related databases.

Qualification Requirements

The applicant must be a high school graduate or equivalent. A successful candidate must possess excellent automation and analytical skills. Computer literacy, good communication and typing skills are essential. A minimum of two years general experience is required for appointment at the CL-23 level. General experience consists of progressively responsible clerical, office or other work that indicates the possession of, or ability to acquire, the particular knowledge and skills necessary to perform the duties of the position. Appointment at the CL-24 level requires at least one year specialized experience at or equivalent to the next lower grade in federal service. Specialized experience includes use of automation skills and the demonstrated ability to apply a body of rules, regulations, directives or laws. Educational substitutions may apply.

Benefits

Federal benefits include paid vacation based on years of service and/or experience, paid holidays, sick leave, health and life insurance plans, Federal Employees Retirement System, long-term care insurance, and the Thrift Savings Plan (similar to 401K plan).

Conditions of Employment

Must be a United States citizen, or must meet the requirements established by current appropriations law. Positions with the U.S. Courts are excepted service appointments. Excepted

service appointments are “at will” and can be terminated with or without cause. Employees will be hired provisionally pending the results of a background check. Direct deposit of pay is required.

Application Instructions

Submit applications on-line via cm@ca3.uscourts.gov, or mail cover letter, resume and references to Circuit Executive’s Office, 22409 U.S. Courthouse, 601 Market St., Philadelphia, PA 19106-1790, Attn: Human Resources. Applications will be held for one year for consideration for similar positions.

Note: Due to the volume of applications, the U.S. Court of Appeals will only communicate with those individuals who will be invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status.

The U.S. Court of Appeals reserves the right to modify or withdraw this vacancy announcement, or to fill the position any time before the closing date, any of which may occur without prior written or other notice.

The U.S. Court of Appeals is an Equal Opportunity Employer