



**UNITED STATES COURT OF APPEALS
FOR THE THIRD CIRCUIT**

VACANCY ANNOUNCEMENT #C-26/2

Announcement Date: **June 18, 2026**
Position Title: **Case Manager or Case Manager Trainee**
Location: **Philadelphia, PA**
Type of Appointment: **Full-Time, Permanent**
Classification Level: **CL-23, CL-24 or CL-25 (\$44,458 - \$88,445) based upon qualifications and experience.**
Closing Date: **Open until filled; preference given to applications received by July 10, 2026**

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.

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; takes appropriate action with cases and follows-up to ensure timely case progression.
- Responds to inquiries from chambers, court staff, counsel, and the public.
- Ensures the integrity and quality of case-related databases by monitoring proper access to records and maintaining timely and accurate filing of documents.
- Rules on motions as delegated by the Court.
- Checks for prior or prohibited filing. Verifies attorney's authority to practice.
- Refers matters to panels of judges or court attorneys for action.

Minimum Qualifications:

The applicant must be a high school graduate or equivalent. A successful candidate must possess excellent automation and analytical skills. Demonstrated computer literacy, strong attention to detail, and excellent organizational, 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 or CL-25 level also requires at least one-year specialized experience. Specialized experience includes use of automation skills and the demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations. Candidates with two or more years or prior federal court case management experience may qualify for appointment at the CL-25 level.

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

Preferred Qualifications:

Prior federal or state court experience is preferred. Priority consideration will be given to candidates who have current knowledge and understanding of the local court rules, practices, procedures, forms, and deadlines; knowledge of the Federal Rules of Appellate Procedure; knowledge of how cases proceed through the court system, and experience with the docketing program currently used by the Court, Case Management/Electronic Case Filing (CM/ECF).

Benefits:

The Third Circuit Court of Appeals offers a generous benefits package, competitive salary, and a dedication to work/life balance, including flexible schedules and telework opportunities, as well as:

- Eleven (11) paid federal holidays
- Paid annual leave (13 days/year for the first 3 years, increases with tenure)
- Paid sick leave (13 days/year)
- Retirement benefits under the Federal Employees Retirement System (FERS) and Thrift Savings Plan (TSP) (401-k equivalent)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Flexible Benefits Program (pre-tax Healthcare and Dependent care expenses)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Commuter Benefit Program (pre-tax mass transit and parking)
- Transit subsidy program
- Employee Assistance Program (EAP)
- Student Loan Forgiveness for Public Service Employees

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 by the Court. The appointment is provisional and contingent upon the satisfactory completion of fingerprinting and an FBI background check. Direct deposit of pay required.

How to Apply:

Email the following in a **single PDF document** to Human Resources at:
Clerk-Vacancy@ca3.uscourts.gov

- (1) Cover Letter highlighting your experience and what draws you to this role.
- (2) Resumé that includes the name, title, and the contact information of three references.
- (3) Judicial Branch Application: [AO-78, Application for Judicial Branch Federal Employment](#)

Include the vacancy announcement number (C-26/2) in the subject line of the email.

The Court will only communicate with those qualified individuals who will be invited to interview. Interviews may be held in person in Philadelphia, PA or virtually. Reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant is not provided. The U.S. Court of Appeals reserves the right to modify or withdraw this vacancy announcement, or to fill the position without prior written or other notice.

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