

Position Title: Assistant Case Manager

Announcement #: 20-04
Court Name: United States District Court for the District of South Carolina
Location: Charleston, South Carolina
Court Website: www.scd.uscourts.gov
Starting Salary/Range: \$27,931 to \$43,251 (CL 22/1 to CL 23/25), depending on qualifications and experience
Opening Date: March 9, 2020
Closing Date: March 20, 2020
Area of Consideration: Open to all who qualify

POSITION OVERVIEW:

The Clerk's Office of the United States District Court for South Carolina is seeking applicants for a full-time **Assistant Case Administrator** for the **Charleston** division. The incumbent will review and examine electronically filed documents for processing, perform clerical duties related to processing legal documents, perform cashier duties for court services, perform mail duty, and provide top quality service to our internal and external customers. The position requires high volume public interaction to answer inquiries on case status and other related matters via telephone and in person. Additionally, the incumbent is responsible for assisting in the management the progression of cases, both civil and criminal, from opening to final disposition. The incumbent is responsible for making summary entries and performing data quality control in the court's Electronic Case Filing System (ECF). The incumbent assists with receiving and reviewing documents to ensure the accuracy, integrity, quality, and efficiency of the electronic database.

SKILLS/QUALIFICATIONS:

Minimum Skills/Qualifications:

- Applicants must have a high school diploma or equivalent.
- One to two years of general office experience to include progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws.
- Applicant must possess excellent customer service skills.
- Applicants must possess exceptional computer skills with a demand for accuracy and quality assurance.
- Applicants must be team players who are dependable, detail oriented, and able to work in a multitasking and fast-paced environment.
- Position encompasses a great deal of responsibility and requires a mature, self-motivated person with a professional attitude.
- Applicants must possess exceptional communication skills as frequent contact with a wide variety of individuals within and outside the judiciary is required.

Preferred Skills/Qualifications:

- College degree.
- Knowledge of clerk’s office case management procedures, Court’s local rules and general orders.
- Broad knowledge of Word Perfect, Microsoft Word, Excel, Adobe Acrobat, Internet browsers, automated case management systems and scanning equipment.

Educational Substitutions:

College education may be substituted for general experience.

BENEFITS:

Federal benefits include paid vacation and sick leave, paid holidays, and retirement benefits. Optional benefits include health and life insurance, disability and long-term care insurance, dental and vision insurance, and a tax-deferred savings plan. For additional information regarding benefits that may be available, go to www.opm.gov. This position is subject to mandatory electronic fund transfer (direct deposit) participation or payment of net pay.

HOW TO APPLY:

Qualified persons interested in being considered for this position are invited to submit **all** of the following documents: (1) a cover letter detailing how your qualifications meet the job requirements; (2) a current resumé; (3) at least three professional references with current contact information (name, telephone number, email address); and (4) a completed AO-78, Application for Judicial Branch employment (link to the AO-78 form can be found at: <https://www.uscourts.gov/services-forms/forms>

All application materials must be physically received in our office (not postmarked) no later than 4:30 p.m. on Friday, March 20, 2020 and are to be mailed to:

United States District Court
Human Resources - Vacancy #20-04
901 Richland Street
Columbia, SC 29201

Applicants who do not submit **all** requested materials by the closing date and time of this announcement may lose consideration for the position.

No faxes or emails will be accepted.

ADDITIONAL INFORMATION FOR APPLICANTS:

Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. Applicants must be a United States citizens or lawful permanent residents currently seeking citizenship or intending to become a citizen after meeting the eligibility requirements as outlined in 8 U.S.C. § 1324b(a)(3)(B).

The U.S. District Court requires employees to adhere to a *Code of Ethics and Conduct* which is available to applicants to review upon request.

All applicants will be screened to identify the best qualified and suitable candidate. Only the best qualified applicants will be invited for a personal interview.

Due to anticipated volume of applications, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Prior to appointment, the finalist candidate will be required to satisfactorily complete a criminal background investigation, as well as a check of financial and credit records.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which may occur without any prior written or other notice. This job announcement may involve filling more than one position described herein.

**THE UNITED STATES DISTRICT COURT IS
AN EQUAL OPPORTUNITY EMPLOYER**