

**Case Manager I
U.S. District Court
Columbia**

The U. S. District Court for the District of South Carolina is seeking a qualified Case Manager I for its headquarters office at the Matthew J. Perry, Jr. Courthouse in Columbia, SC. This is a full-time, forty (40) hour per week position. This position is part of Operations and maintains the official case events summary on the electronic docket (CM/ECF) from case opening until final disposition for both civil and criminal cases for the District of South Carolina.

Representative Duties

- Check for prior or prohibited filing. Monitor for release of exhibits and sealed documents. Verify and issue summons. Verify attorney's authority to practice.
- Operate a variety of copying and records equipment. Answer and route incoming calls. Prepare case files for tracking records. Assist the public in use of computerized databases. Provide basic information to public, bar, and the court. Ensure data quality.
- Sort, classify, and file case records. Maintain integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents. Retrieve files and make copies of records for court personnel, attorneys, and others. Certify court documents. Create and process new case file. May assign case numbers to judges and/or magistrate judges. Open cases in case management system. Docket initial opening events.
- Prepare, ship, and retrieve records from the appropriate Federal Records Center. Scan, copy, file, pick-up, sort and process mail. Process e-mail received from electronic filers. Maintain the mail meter and meter log. Receive and stamp incoming documents. Maintain court files.

Qualifications:

Candidates must have a minimum of one year progressively responsible clerical, administrative, technical or professional experience. A college degree is preferred. Must have a strong customer service orientation and excellent interpersonal skills.

Preferred Skills:

- Experience with automated systems and equipment to review dockets and documents.

The successful candidate will possess:

- Excellent organizational and time management skills; strong written and verbal communication skills.
- Excellent clerical skills as required in a professional office setting in areas such as: data entry (alphabetical and numerical), keyboarding, filing, mathematics, writing (grammar, spelling, punctuation, proofreading), and ability to generate business correspondence.
- Proficient automation skills and ability to work comfortably with a variety of software.
- Superior customer service skills and ability to deal with a wide variety of people tactfully and courteously.
- Ability to use sound judgment.
- Must be able to lift up to 40 pounds. Occasional travel may be required.

Starting Salary:

Starting salary: \$30,000 - \$45,000, dependent upon education and experience.

How To Apply:

Qualified applicants must submit a cover letter, resume, salary history, and include at least three business/professional references, and they must be received by **May 17, 2009**.

Send to:

Personnel Director
United States District Court
Matthew J. Perry, Jr. Courthouse
901 Richland Street
Columbia, SC 29201

Or, via e-mail (in PDF format only): Personnel@scd.uscourts.gov

Due to the anticipated volume of resumes, only those applicants under consideration will be contacted. Applicants selected for interview are required to take a skills test. Successful candidates will be contacted for an interview at a later date.