

Position Title: Assistant Case Manager

Vacancy #:	23-05
Location:	Greenville, South Carolina
Salary Range:	CL-22/1 (\$30,147) to CL-23/25 (\$46,696) *
Opening date:	May 15, 2023
Closing date:	Open until filled, with preference given to applications received by May 26, 2023

**Position classification, job grade, and salary are based on human resources policies, qualifications, experience, applicant's current salary or federal pay grade, and preferred skills.*

POSITION OVERVIEW:

The Clerk's Office of the United States District Court for South Carolina is seeking applicants for a full-time **Assistant Case Manager** for the **Greenville** 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 managing 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.
- Applicants must have 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.
- Applicants 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.
- Applicants must be willing to accept a great deal of responsibility as this 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 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:

The United States District Court is part of the Judicial Branch of the United States Government. Court employees are entitled to the same benefits as other federal employees. These benefits include:

- Eleven (11) paid holidays per year.
- Paid annual leave in the amount of 13 days per year for the first three years of employment; 20 days after three years; and 26 days after fifteen years of federal service.
- Paid sick leave in the amount of 13 days per year.
- Mandatory participation in the Federal Employees Retirement Program and Social Security Retirement Program.
- Optional participation in the Thrift Savings Plan (TSP), the Federal Employees Health Benefits (FEHB), the Federal Employees' Group Life Insurance (FEGLI), the Federal Employees Dental and Vision Insurance Plans (FEDVIP), and the Flexible Spending Programs.

The following link is provided for additional information regarding Federal Judiciary benefits:

<https://www.uscourts.gov/careers/benefits>

CONDITIONS OF EMPLOYMENT:

- Employees must be United States citizens or lawful permanent residents currently seeking citizenship or intending to become a citizen after meeting the eligibility requirements as outlined in Title 8 U.S.C. § 1324b(a)(3)(B).
- Employees are required to adhere to the *Code of Conduct for Judicial Employees*, which is available to applicants to review upon request.
- Employees of the United States District Courts are not included in the government's Civil Service classification but are under an excepted appointment and therefore serve "at will" and can be terminated with or without cause by the court.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.
- Employees will be required to satisfactorily complete a criminal background investigation, as well as a check of financial and credit records.

APPLICATION PROCEDURE:

Qualified individuals must submit the following information in **one PDF** document:

- A cover letter detailing how your experience relates to the position requirements
- The Application for Federal Employment (AO-78) – a link to the form is provided here <https://www.uscourts.gov/services-forms/forms>
- A resume detailing all relevant experience, education, and skills
- A list of three professional references with current contact information.

Position is open until filled. Priority consideration will be given to applications received by **4:30 PM on Friday, May 26, 2023**. Submit application packet in **one PDF document** via email to personnel@scd.uscourts.gov. Include “**Vacancy #23-05**” in the subject line. Hard copies and faxed copies of applications will not be accepted. Incomplete applications will not be considered.

All applicants will be screened to identify the most qualified and suitable candidate. Only applicants selected to be tested and interviewed will be contacted and must travel at their own expense. Unsuccessful applicants will not be contacted. Please do not contact the court to inquire about the status of your application.

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.

The United States District Court is an Equal Opportunity Employer