

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



**VACANCY ANNOUNCEMENT**

November 7, 2016  
**Reference No.: FY 17-04**

**Position Title:** Case Manager  
**Location:** Clerk's Office, New York, NY  
**Salary Range:** CL 23/10 - CL 25/18 (\$39,573 - \$52,099)  
*Dependent upon experience, education, and qualifications*  
**Closing Date:** December 15, 2016

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The United States Court of Appeals for the Second Circuit is accepting applications for the position of **Case Manager**.

**ABOUT THE SECOND CIRCUIT CLERK'S OFFICE**

The Clerk of Court is the senior non-judicial operations officer for the Court of Appeals, statutorily charged with maintaining a complete record of all court filings and judicial proceedings, and certifying to the accuracy of filings, proceedings and decisions. The Clerk is responsible for the case management of all appeals filed in the Second Circuit, from the time the court acquires jurisdiction with the filing of a notice of appeal through disposition and the issuance of the mandate at the end of the case. The Clerk ensures compliance with the statutes, and federal and local rules that pertain to appeals, and oversees the administrative operations ancillary to the determination of appeals. For more information about the Second Circuit, please visit <http://www.ca2.uscourts.gov>.

**POSITION OVERVIEW**

Case managers are responsible for managing the procedural aspects of an appeal from case opening through issuance of the mandate. Representative responsibilities include:

- Maintain the case docket by updating cases as they progress from filing through deposition.
- Ensure compliance with fee and filing requirements.
- Review briefs and other filed documents to determine conformity with applicable rules, procedures, and internal controls.
- Process motions pursuant to the court's operating procedures.
- Generate orders and notices of deficiency.
- Review, identify, and research the accuracy, timeliness, and quality of data entered into the case record. Correct entries as necessary.

- Manage cases to ensure timely progression.
- Respond to inquiries and otherwise advise counsel, pro se litigants, and the public on court procedures, federal and local rules, and case status.

There is more than one position available. Incumbent selected will be assigned to one of four case management teams: Case Initiation, Agency, Civil, or Criminal.

### **REQUIRED QUALIFICATIONS**

Applicants must possess a minimum of two years of progressively responsible clerical or administrative experience. Education above the high school level may be credited toward work experience. Fast and accurate data entry skills; superior organizational, interpersonal, oral and written communication skills; demonstrated ability to multi-task and effectively prioritize work assignments; and a strong customer service orientation are essential. Bachelor's degree or paralegal certificate preferred. Prior experience in a state or federal court is an asset.

### **BENEFITS**

13 days of vacation for the first three years, which increases with tenure. 13 days of sick leave and 10 holidays. Choice of employer-subsidized federal health and life insurance plans, with optional dental, vision, and long-term care coverage. Flexible spending account program. Federal Employees Retirement System and employer-matching Thrift Savings Plan (similar to a 401K). On-site fitness center and cafeteria. Public transportation subsidy (budget dependent).

### **CONDITIONS OF EMPLOYMENT**

Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are "at will" and may be terminated with or without cause. Employees are hired provisionally, pending the results of a fingerprint and background check. Direct deposit of pay is required.

### **APPLICATION PROCEDURE**

Please submit a cover letter and resume **as a single PDF file** by email to [resumes@ca2.uscourts.gov](mailto:resumes@ca2.uscourts.gov), subject line: Case Manager, Reference No. FY 17-04.

Only candidates selected for an interview will be notified and must travel at their own expense.

**THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT IS AN EQUAL OPPORTUNITY EMPLOYER.**