

UNITED STATES DISTRICT COURT District of Nebraska

Position Announcement No.15-01

Position:	Case Manager (Two Positions)
Location:	Omaha and Lincoln, Nebraska
Starting Salary	CL 24/21*- \$42,361
Salary Range:	\$42,361 - \$56,974 (CL 24*)
Opening Date:	Monday, March 30, 2015
Closing Date:	Sunday, May 3, 2015
Career Opportunity:	CL 26/61

* Starting salary is set considering human resource policies, qualifications, experience, and applicant's current salary or federal pay grade.

Position Overview

The Clerk's Office of the United States District Court for the District of Nebraska is seeking two full-time case managers, one in Omaha and one in Lincoln. A case manager knows and follows docketing procedures; checks incoming documents for conformity with federal and local rules; performs data quality review; and provides docketing and clerical support. The case manager also assists internal and external customers.

Representative Duties

The employee receives and reviews incoming documents to determine conformity with appropriate rules, practices, and court requirements; scans and converts documents into imaged files; collects fees; assures assignment of case numbers and randomly assigns cases to judges; answers inquiries on case status; routes documents to proper offices or persons after acceptance; verifies attorneys' authority to practice before the court; makes summary entries in CM/ECF, the court's case management and electronic case files system; assists with jury mailings and check-ins; assists in developing, testing, and revising procedures; acts as a receptionist and furnishes information to a wide variety of people within and outside the court; and performs other duties as assigned.

Qualifications

Education: High school graduation or equivalent; college degree preferred.

Experience: Prospective candidates should have two years of general experience and at least two years of specialized experience that includes progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrates the ability to apply a body of rules, regulations, directives, or laws and involves the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report operations. Such experience is commonly acquired in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, and real

estate and title offices. Legal or court experience is preferred, but not required.

Application Process

Qualified applicants must submit a cover letter, resume, and application form AO78, all in PDF format, to USDCHR@ned.uscourts.gov. The form AO78 is available on the court's website at: <http://www.ned.uscourts.gov/public/employment-opportunities>.

Incomplete application packages and applications received after the closing date will not be considered.

Applicants must specify in the cover letter if they are applying for the Lincoln or Omaha position. Applicants are encouraged to include the following detailed information in the resume or AO78: educational background; continuing education; legal training; facilitation or presentation skills; second language or sign language skills; military service; community service or civic involvement; work with under-represented populations; and internships.

Applicants deemed most qualified will be invited to participate in a personal interview at their own expense. The U.S. District Court will not be responsible for expenses associated with traveling for interviews or for relocating the successful candidate. References will not be required until an applicant is considered a finalist. Final candidates are subject to a background security check. The court requires employees to adhere to a Code of Conduct, which is available upon request. Employees of the United States District Court are not included in the Government's Civil Service classification but are under an excepted appointment and therefore serve at will. Applicants must be U.S. citizens or eligible to work in the United States. The U.S. District Court for the District of Nebraska is an equal opportunity employer and has a strong commitment to achieving diversity among staff. In particular, members of under-represented groups are strongly encouraged to apply.

The Clerk of Court reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.

Benefits

Benefits include ten paid holidays, paid vacation and sick leave, participation in the Federal Retirement Systems, optional participation in a cafeteria plan federal health insurance program, group life insurance, and group long-term disability insurance. Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.