

Appeals Case Manager Opportunity

Office of Staff Counsel



U.S. Court of Appeals for the Fourth Circuit

WEBSITE

ca4.uscourts.gov

PHONE

804-916-2900

ABOUT THE JOB

The Office of Staff Counsel is soliciting applications for an Appeals Case Manager position. Highly qualified applicants interested in part-time work will also be considered.

In addition to the senior staff attorney, the Office of Staff Counsel, United States Court of Appeals for the Fourth Circuit, is composed of five supervisory staff attorneys, twenty-nine staff attorneys and seven administrative support personnel. The primary responsibility of the Office is to assist the judges of the Court in the consideration and resolution of cases on appeal. Appeals case managers further this effort by providing case management, administrative, and clerical support to the Office's staff attorneys.

The Fourth Circuit prides itself on being a collegial and collaborative workplace. We are an organization that promotes creativity and innovation, believes in diversity and inclusion, recognizes excellence, and is important to the administration of justice. In return, we are looking for strong candidates who share our vision and passion. Successful candidates will be expected to commence their service as soon as possible following acceptance of an offer of employment.

- **Announcement #:** 21-2
- **Location:** Richmond, VA
- **Open Until Filled** – Preference given to applications received by October 8, 2021.
- **Number of Vacancies:** One full-time position. Highly qualified applicants desiring part-time employment will also be considered.

The Court offers a robust and competitive benefits package (**see Page Two**) and is a qualifying employer for **Public Service Loan Forgiveness**.

THE FOURTH CIRCUIT

is part of the judicial branch of the federal government. The 94 U.S. judicial districts are organized into 12 regional circuits. The Fourth Circuit consists of a Judicial Council, U.S. Court of Appeals, and nine districts, each with district and bankruptcy courts, a federal public defender office, probation and pretrial services, and a bankruptcy administrators office (NC only). The Fourth Circuit encompasses the states of Maryland, North Carolina, South Carolina, Virginia, and West Virginia.

OVERVIEW OF DUTIES

- Review documents filed in appeals to ensure they are accorded proper attention.
- Create docket entries using the court's automated case management system.
- Prepare and issue orders upon instructions from staff attorneys or judges.
- Respond to inquiries from counsel, litigants, district courts, and other court units.
- Provide a full range of administrative and clerical support to staff attorneys in the performance of their duties.

SALARY RANGE

- **\$40,029 - \$65,074** (CL-24) with promotion potential without further competition, or
- **\$44,222 - \$71,858** (CL-25)

Starting grade and salary are based upon qualifications, experience, and salary history. Appointment at CL-24 requires at least one year of specialized experience equivalent to CL-23. Appointment at CL-25 requires at least one year of specialized experience equivalent to CL-24. The highest grade to which an appeals case administrator can be promoted is Classification Level 25.

QUALIFICATIONS

Required Qualifications

- Minimum two (2) years of general experience in a progressively responsible clerical or administrative position.
- Minimum one (1) year of specialized experience that required application of clerical procedures.
- Proficient in the use of Microsoft Word.

Preferred Qualifications

- Exemplary organizational, written, and verbal communication skills.
- Careful attention to detail.
- Demonstrated ability to meet multiple conflicting deadlines and accommodate periodic demands for increased productivity.
- Aptitude and flexibility to work successfully in a team setting.
- Experience in federal or state courts, law firms, or other legal settings.
- Familiarity with CM/ECF, the Court's case management and case filing system.

APPLICATION PROCEDURE

Email the following in a single PDF document to Human Resources at vacancy@ca4.uscourts.gov.

- (1) **Cover letter** detailing qualifications and experience.
- (2) **Resume** that includes the name, title, and the contact information of three professional references.
- (3) **AO78–Application for Employment**.
(Available at <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>.)

Please include the title of the position in the subject line of the email, and please note in the cover letter where on the Web that you saw the announcement. Receipt of applications will be acknowledged.

Reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant is not provided.

Qualified applicants will be invited for interviews via ZOOM or at the Office of Staff Counsel in Richmond. Inquiries regarding this recruitment may be addressed, in writing, to:

Melissa L. Wood

Senior Staff Attorney

Office of Staff Counsel

1100 E. Main Street, Suite 325

Richmond, VA 23219

Melissa.Wood@ca4.uscourts.gov

BENEFITS

- **Telework** opportunities.
- **Health, Dental, Vision, Life, and Long-Term Care** insurance are available.
- **Retirement** (FERS).
- **Thrift Savings Plan** (similar to a 401(k) plan).
- **Vacation, Sick Leave, and Holidays**.
- **Flexible Spending Accounts** for health care, dependent care, and commuter expenses.
- **Mass Transit Subsidy** (budget dependent).

CONDITIONS OF EMPLOYMENT

Applicants must be citizens of the United States or meet requirements under current law. Federal Judiciary employees serve under "Excepted Appointments," and are thus "at-will," and as such, can be terminated with or without cause. Employees are subject to the Judicial Code of Ethics and Conduct, which is available to applicants for review upon request. All applicant information is subject to verification. The appointment to the position is provisional pending a suitability determination by the Court based on the results of an FBI background investigation, which includes fingerprinting, that is updated every five years. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.

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 these actions may occur without any prior written or other type of notice.

The Office of Staff Counsel is an Equal Opportunity Employer that values diversity and inclusion.