

Equal Opportunity Employer
Case Manager I (Divisional Office)
(with Promotional potential to Case Manager II, CL27)

Introduction

The position is located in the clerk's office of the District Court. The incumbent provides a wide variety of services including, but not limited to: docketing, case management, intake, records/reproduction, financial, jury administration, appeals, and courtroom deputy. Receives direction from the Deputy-In-Charge of the divisional office as well as limited direction from the Operations Manager and the Chief Deputy in the St. Louis office.

Representative Duties

Intake

Receives and reviews incoming documents to determine conformity with appropriate rules, practices and/or court requirements. Files documents meeting requirements. Collects appropriate fees. Assures assignment of case numbers and randomly assigns cases to judges. Prepares electronic case files. Routes documents to proper offices/persons after acceptance. Acts as receptionist and furnishes information to a wide variety of people within and outside the court.

Prepares and processes orders for District and Magistrate Judges. Also meters daily mail for Divisional office, Probation, and Pretrial.

Docketing

Makes summary entries of all documents and proceedings on the docket. This includes, but is not limited to, such things as: pleadings, petitions, motions, complaints, minutes, and orders. Assists in case management by ensuring that all automated entries are appropriately linked in CM/ECF for proper case management. Prepares and transmits to appropriate parties such items as: notices, judgments and orders. Informs parties by e-mail, fax or first class mail when a judgment or appealable order is entered on the docket. Answers inquiries on case status. Opens cases upon receipt of initiating documents, such as complaints, indictments, or petitions. Closes cases upon receipt of terminating documents, such as judgments and closing orders.

Case Management

Manages judges' cases by calendaring and regulating their movement, monitoring filing of pertinent documents, and timeliness of responses to judicial orders. Sets dates and times for hearings, trials and conferences. Keeps judges and chamber's staff informed of case progress. Reviews information relating to pending cases to ensure that all electronic records and other reference material are available for use by the judge and counsel. Serves as a primary source of information on scheduling conferences, hearings, trials, and other case processes and procedures. **(Case Manager II only)**

Appeals

Determines if documents received are timely and otherwise meet the requirements of the Federal Rules of Appellate Procedure and the Federal Rules of Civil Procedures. Contacts district court personnel, attorneys and other when appeal requirements are not met. Reviews mandates from USCA and processes in compliance with the Federal Rules of Civil Procedure which includes but is not limited to receiving, filing, or transmitting to counsel of record and docketing. Enters appropriate information into the CM/ECF system. Monitors briefing due dates and answers queries on procedures and status of cases.

Public Relations

Acts as liaison among the clerk's office, the bar and judges to ensure that cases proceed smoothly and efficiently.

Courtroom Coverage

District Judge

Attends court sessions and conferences. Assist with the orderly flow of proceeding including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Performs such courtroom duties as: swearing witnesses, ministering to jurors, maintaining exhibits lists, accepting filings in court, opening/closing court, and timing closing arguments. Prepares judgments and form orders for the judge's approval.

Magistrate Judge

Attends court sessions and conferences. Assist with the orderly flow of proceeding including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits.

Makes a verbatim record of court proceedings on digital recording equipment. Creates detailed logs of proceedings and participants recorded. Manages courtroom recording equipment logistics. Performs such courtroom duties as: swearing witnesses, ministering to jurors, maintaining exhibits lists, recording minute sheets, accepting filings in court, opening/closing court, and timing closing arguments. Takes notes of proceedings and rulings and prepares minute entries. Prepares judgments and form orders for the judge's approval.

Receives and processes CD duplication and transcript production orders. Catalogues CD's and logs and maintains their proper storage. Maintains recording equipment and performs cleaning, minor adjustments and repairs as necessary.

Records/Reproduction

Sorts, classifies and files case records. Maintains integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents. Retrieves files and makes copies of records for court personnel, attorneys, and others.

Jury Administration

Orders juries as needed for local docket. Conducts juror orientation and assists jurors with their logistical needs (parking, lodging, refreshments, reading materials, etc.) Monitors and records juror attendance for management of their service and payment. Inputs voucher information for juror payments including jury fees, mileage, lodging, and parking costs. **(Case Manager II only)**

Finance

Counts monies received, writes appropriate receipts, and makes deposits in appropriate bank accounts. Reconciles at the end of each day. Maintains the receipting records by inputting transactions and reconciling through the automated system. **(Case Manager II only)**

Factor 1, Job Requirements:

Intake

Knowledge of the documents required and used within the court unit, the sequence of their use, their content, and the rules of acceptability. Knowledge of the roles and responsibilities of the court unit staff is necessary so that the incumbent can make decisions on the proper routing of documents and whom to ask for advice and assistance. Ability to meet and communicate effectively with a variety of people. Skill in using applicable

automated systems, facsimile, copier, and postage meter.

Docketing

Broad knowledge of the purpose and content of each document or event to summarize, make docket entries and take the appropriate action. Good knowledge of applicable procedural rules. Skill in use of automation systems. Ability to communicate information accurately and in a timely manner from individuals within and outside the court unit.

Case Management

Thorough knowledge and understanding of the policies and procedures of the court. Thorough knowledge and understanding of the Federal Rules of Civil Procedure and Federal Rules of Appellate Procedure. Knowledge or experience of how other processes in the clerk's office relate to his/her position. Skill in communicating and working with judges, counsel, and others in scheduling events and managing courtroom logistics. Knowledge of and skill in the use of applicable automated systems. **(Case Manager II only)**

Appeals

Broad knowledge of the purpose and content of each document or event to summarize, make docket entries, and take the appropriate action consistent with applicable federal rules. Skill in using ECF system to enter and extract case information. Comprehensive knowledge of appropriate legal terminology. Strong written and verbal communication skills. Ability to enter a high volume of complex data accurately.

Courtroom Coverage

Good knowledge of language usage, grammar, and spelling. Skill in operating and maintaining sound recording equipment, including the ability to properly locate microphones within the courtroom to pick up voices needed for a complete record. Good knowledge of courtroom procedures. Ability to take notes and summarize material for minute entries/judgement in a distracting setting.

Jury Administration

Skill in managing a jury system. Analytical ability. Skill in verbal and written communications with a wide variety of people in different circumstances, both inside and outside of the court (this includes public speaking before groups of jurors and communicating with illiterate or non-English speaking persons). Thorough knowledge of national and local jury statutes, policies, and procedures. General knowledge of other state and local court's organization and jury systems. Ability to be flexible and adapt to unanticipated needs and problems. Good knowledge and skill in records management and use of automated jury systems. **(Case Manager II only)**

Records/Reproduction

Detailed knowledge of the court unit's filing system and operation of the copying and records equipment. Good knowledge of the different functions performed within and outside the unit in order to properly route materials.

Finance

Good knowledge of the accounts, procedures, reports and the automated equipment used in the court. Ability to understand relationships among accounts in order to anticipate and predict the impact of proposed actions and/or recommend alternatives. Skill and accuracy in working with many numerical transactions with decimal points. Ability to recognize errors and their probable cause. **(Case Manager II only)**

Factor 2, Scope and Effect of Work:

Intake

The performance of the incumbent has impact on the overall court and persons outside it. Incorrectly accepted and/or processed documents create scheduling and other problems. Failure to determine the proper priority of an action and the routing to the proper individual to handle the priority can result in serious problems for the unit and the court.

Docketing

Incumbent maintains the official record of cases. It is necessary that the record be accurate, complete and timely so as not to jeopardize the ability of the clerk's office to perform its basic function, and thus the function of the court as well.

Case Management

Calendaring performed by the incumbent affects cases and the orderly flow of the court's workload. **(Case Manager II only)**

Appeals

Maintains the official docket of cases. It is necessary that the docket be accurate, complete and timely as to provide information to court personnel, attorneys, and the public.

Courtroom Coverage

The official record of court proceedings can be the foundation for future reviews or appeals, and thus accuracy is critical to the ultimate disposition of cases. Incumbents's in-court performance affects the orderly resolution of the processes. Information is relayed for entry on the official docket.

Records/Reproduction

Proper maintenance of files is important to the unit because prompt location and retrieval of files affect all concerned in terms of time and accuracy.

Jury Administration

The performance of the incumbent affects the judges' ability to effectively try cases and manage their caseloads, thus the court's status as a whole. The jury system plays a key role in the image of the court in its community as it has direct impact on a sizable number of citizens' lives. This impact ranges from the opinions jurors have about the legal system to compensation and the burden of service. **(Case Manager II only)**

Finance

The work of the incumbent effects those inside and out of the court. Providing court managers with correct and timely status report contributes to planning, scheduling and the prevention of unexpected shortfalls. Receipts and payment of obligations assists in maintaining the operation of the court. Proper crediting of fees, fines, restitution payments and the like assure that those outside the court can document that obligations have been met. **(Case Manager II only)**

Factor 3, Complexity:

Intake

The work process is well defined. The possibility of error is constant, given the large number of items handled and distractions such as persons arriving and asking for help, and telephone interruptions. Decisions are related primarily to whether the material being considered meets the test of acceptability. In addition to processing all documents and questions received, incumbent provides daily postal services for the Divisional office, Probation, Pretrial and Magistrate Judge's office.

Docketing

A variety of documents are received by the incumbent. The incumbent must interpret and summarize documents and make timely and accurate entries on the docket. Continuous tracking of cases, including relationships of case events and their status, is required. Interruptions for questions from the court and the public necessitate a high level of concentration to avoid errors and complete work in a timely manner.

Case Management

Ensures that hearings are appropriately scheduled and coordinated with the appropriate parties, and that they meet judicial and statutory deadlines. Drafting judgments and minute entries involves complicated issues and work must be done with precision. Managing courtroom logistics during trial can be challenging. Must simultaneously monitor a large number and variety of cases and perform related calendaring, motion tracking, and conferencing. The number of recurring reports adds to the difficulty in compilation. **(Case Manager II only)**

Appeals

Consistently interpret and summarize complex legal documents. Utilize a sophisticated data base system.

Courtroom Coverage

The work is procedurally repetitive. Incumbent must meet strict time demands for such things as the daily calendar and transcript requests. Must also cope with a wide variety of persons in the courtroom and the often technical nature of court proceedings.

Records/Reproduction

The filing and copying process are standard. Requestors are not always clear as to what they are seeking, requiring the incumbent to inspect different documents and look in several file in attempting to satisfy the request.

Jury Administration

Managing a jury system requires the incumbent to simultaneously work with multiple priorities, jury groups, and problems. Most of the work process is well defined, although determining juror qualifications, assessing court and juror needs, and dealing with unpredictable trial date events require judgment and initiative. Time demands are constant. Difficulty can be increased by divisional offices/trial locations and the wide variety of persons involved in the work. **(Case Manager II only)**

Finance

Reconciliation of discrepancies is often difficult because of the number of accounts or automated system procedures. The number of recurring reports adds to the difficulty in the compiling and ensuring that all are balanced. **(Case Manager II only)**

Factor 4, Work Parameters:

Intake

The work is primarily driven by the volume of material received. Guidelines/procedures are well defined and supervision is readily available. Within that context, incumbent has discretion as to when and in what order the tasks are to be accomplished.

Docketing

Rules and procedures are established and supervisors are readily available. Incumbents must exercise discretion in carrying out assigned responsibilities.

Case Management

Incumbent performs with considerable latitude in the areas of scheduling and rescheduling of case events, contacting the parties, and determining whether submitted material meets court requirements. In-depth review and interpretation of complex legal issues. **(Case Manager II only)**

Appeals

Rules and procedures are established and supervisors are readily available. Discretion to organize daily work, contact, and provide information.

Courtroom Coverage

Work is subject to procedures and guidelines, but the incumbent acts independently in arranging the equipment, recording the proceedings, playing back requested portions of the material, and preparing the tapes for transcription.

Records/Reproduction

Procedures and processes are well established and supervision is readily available.

Jury Administration

Statutes and the court's Jury Plan define the basic requirements of the jury system administered by the incumbent. Beyond this, general work supervision is given by upper management and judges. Within this context, the incumbent has authority to manage the work of the function, often having to make quick decisions. **(Case Manager II only)**

Finance

The supervisor is available for questions and functional procedures are established for most of the work. There is some discretion as to what work to perform or how the work is done. Scheduling is somewhat limited, since daily accounting for receipts is required and most reports have scheduled due dates. **(Case Manager II only)**

Factor 5, Personal Interactions:

Intake

The incumbent has daily contacts with court personnel, attorneys, litigants and the public for the purposes of exchanging information, providing information and advising on proper procedures.

Docketing

Daily contacts are with judicial staff, attorneys, litigants and the public to verify, clarify and update status of cases.

Case Management

On daily basis works with a judge and immediate staff to assist with judicial proceedings. Also, works with counsel in scheduling, explaining, and negotiating deadlines. Works closely with other staff in the clerk's office, such as Case Initiation and Case Processing Clerks and others such as Marshal Service and U.S. Attorney's office to further process actions. **(Case Manager II only)**

Appeals

Daily contacts with District Court personnel, attorneys, court staff, judges, litigants, and the public. The purpose of these contacts is to provide information and advise on court procedures. Negotiating and problem solving.

Courtroom Coverage

Works with judicial staff, attorneys, and all other participants in hearings and trials. Regularly interacts with transcript requestors, usually attorney's staff and transcript production vendors.

Records/Reproduction

There is daily contact with others in the court to provide and receive files. There is also daily contact with attorneys and the public for the purpose of providing copies or information from the files.

Jury Administration

The incumbent deals with the public on a daily basis. Works with the U.S. Attorney's office in managing grand juries. Has daily contact with judicial staff regarding calendars and delivery of jury panels to court.

Periodically interacts with county or state officials in acquiring juror source lists. Other outside contacts are with the media and vendors. Works with divisional office staff for their juror needs along with financial section staff for payment processing. **(Case Manager II only)**

Finance

Most contacts are within the court unit to receive monies and to exchange information. Outside contacts are with bank staff regarding accounts. **(Case Manager II only)**

Factor 6, Environmental Demands

For All Duties

Work is normally performed in an office or courtroom setting. Some lifting of equipment and records is required. Occasional contact with hostile litigants.