



United States District Court Eastern District of New York

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Vacancy Announcement Announcement#: 19-15/CASEMGRERK

Position: Case Manager to Judge Edward R. Korman (position available at end of 2019)

Location: Brooklyn Office – 225 Cadman Plaza East

Position Type: Full-Time Permanent

Salary Range: CL 25-27 (\$47,325 - \$71,593*)

*The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts. Promotion potential to the next grade level after one year based on satisfactory performance and available funds if not hired at top grade level without further competition.

Opening Date: Tuesday, October 29, 2019

Closing Date: Tuesday, November 5, 2019

A Case Manager provides clerical and administrative support to a U.S. District Judge. Duties include: comprehensive case management for all civil and criminal cases, maintaining control of the case records assigned to Judge Edward R. Korman; empanels juries and administers oaths to witnesses; confers with attorneys and prepares reports on the status of cases; coordinates court appearances for all parties including attorneys and interpreters; arranges for appointment of counsel pursuant to the Criminal Justice Act; calls the court calendar and takes the calendar minutes of the Court; prepares and enters judgments, other court orders, and statistical reports; performs case administration duties, provide training or assistance to employees performing case administration duties and administrative tasks and performs other duties as assigned.

REQUIRED QUALIFICATIONS: High school diploma or equivalent; Two years of general experience and two to three years of specialized experience are required and are used to fix the starting salary level. **The incumbent must possess excellent computer, communication, organizational and interpersonal skills.**

GENERAL EXPERIENCE: Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

SPECIALIZED EXPERIENCE: Progressively responsible experience requiring the regular and recurring application of case management procedures involving the selective use of computer skills and use of specialized terminology and demonstrated ability to apply a body of rules, regulations, directives, or laws. Experience in a law office or a Clerk's Office of a federal, state or local court is preferred.

TO APPLY, SUBMIT A COVER LETTER AND CURRENT RÉSUMÉ BY EMAIL TO:

nyed-applications@nyed.uscourts.gov

Attn: Jeffery Howell, Human Resources Manager

The U.S. District Court is an Equal Opportunity Employer.