



# United States District Court Eastern District of New York

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## VACANCY ANNOUNCEMENT Announcement#: 21-12/CASEMGRBK

**Position:** Case Manager to a District Judge (two positions)

**Location:** Brooklyn Office – 225 Cadman Plaza East

**Position Type:** Full-Time Permanent

**Salary Range:** CL 25-27 (\$49,394 - \$97,130\*)

\*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, June 29, 2021

**Closing Date:** Friday, July 23, 2021

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 and maintaining control of the case records; 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.

**QUALIFICATIONS:** High school diploma or equivalent, college degree preferred. Two years of general experience and one year of specialized office experience is needed to qualify for the minimum grade level. To qualify for the highest classification grade level, an applicant must have three years of specialized office experience requiring the regular and recurring application of clerical procedures. Specialized experience includes a demonstrated ability to apply a body of rules, regulations, directives or laws as might be found in a law, real estate or insurance office, or a Clerk's Office in a federal, state or local court. Prior experience working in a courtroom position is preferred. 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. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

**BENEFITS:** The United States District Court offers a generous benefit package to full-time permanent employees which include:

- 10 Paid Federal Holidays
  - 13 Days Paid Vacation (per year for the first three years)
  - 20 Days Paid Vacation (after three years)
- Thrift Savings Plan (401k style) (optional)  
Life Insurance (optional)  
Long-Term Disability Plan (optional)

- 26 Days Paid Vacation (after fifteen years)
- 13 Days Paid Sick Leave
- Participation in Federal Employees Retirement System
- Health, Dependent & Commuter Reimbursement Programs (optional)
- Fitness Center Membership (fee req'd, optional)
- Credit Union Participation
- Long-Term Care Insurance (optional)
- Medical, Dental & Vision Coverage (optional)

**CONDITIONS OF EMPLOYMENT:** Employees must be United States citizens or eligible to work in the United States. Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment. Employees of the United States District Court are at will and can be terminated with or without cause at any time.

**MISCELLANEOUS:** The Federal Financial Management Reform Act requires direct deposit of federal wages. The U.S. District Court for the Eastern District of New York reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice.

**HOW TO APPLY:** Interested applicants should submit a cover letter (include vacancy announcement number) specifying qualifications in relation to the position, résumé, and Application for Judicial Employment (AO78) located on the court's employment page at <https://www.nyed.uscourts.gov/employment-0> **in one PDF document** to the court's employment portal (click on link below):

[\*\*NYED Case Manager Vacancy\*\*](#)

The Court reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

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