



**UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT  
OFFICE OF THE CLERK**

**APPELLATE CASE MANAGER  
#15C09**

<b>POSITION TYPE:</b>	Position is full-time and permanent.
<b>SALARY RANGE:</b>	CL 25: \$41,538 - \$67,561 (Dependent upon experience, education, and qualifications). Full benefits package available.
<b>CLOSING DATE:</b>	Open Until Filled – Preference given to applications received by October 16, 2015.

---

**POSITION OVERVIEW:**

The United States Court of Appeals for the Tenth Judicial Circuit is seeking candidates for the position of Case Manager. This position operates as a member of a team; as such, exceptional skill in dealing with others and a desire to work within a team environment are essential to the position.

**REPRESENTATIVE DUTIES:**

Case managers perform quality control review on all pleadings submitted to the court via Electronic Case Filing (ECF) to ensure adherence to all applicable court rules. In addition, case managers process all pro se filings and manage the public docket. Additional responsibilities include monitoring compliance with federal and local rules, managing cases to ensure timely and procedurally accurate progression, initiating correspondence, drafting court orders, and reviewing court dockets for accuracy. Case managers have substantial telephone and email contact with chambers, counsel, litigants and other court personnel for the purpose of providing general and specific information and guidance, so excellent communication skills and professionalism are imperative.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree and/or paralegal certificate
- At least two years related clerical or administrative office experience, one of which must have been in a court or legal setting
- Ability to communicate effectively both orally and in writing
- Professionalism in dealing with court personnel and the public
- Ability to work closely and well with others in a team environment
- Aptitude and experience with Word, WordPerfect, and Windows-based programs

### **PREFERRED QUALIFICATIONS/SKILLS:**

- Experience with electronic filing and federal court operations
- Demonstrated experience handling and maintaining sensitive and confidential information and materials
- Work experience which provided the applicant with a high degree of analytical skills
- Ability to take initiative
- Strong organizational and administrative skills
- Highly detail-oriented

### **HOW TO APPLY:**

Qualified candidates must submit all of the following as one single PDF attachment in an email to [HR@ca10.uscourts.gov](mailto:HR@ca10.uscourts.gov): The subject line (attention to) should reference Case Manager – 15C09.

- Cover Letter
- Resume
- Salary History
- Professional References (include at least three)

*Applications which do not include all of the required material will not be considered.*

### **CONDITIONS OF EMPLOYMENT:**

Must be a U.S. citizen or eligible to work in the in the United States. Excepted service appointments are “at will” and may be terminated by either the court or the employee at any time for any reason. Appointment is contingent upon successful completion of a background investigation. Employees are subject to the Judicial Code of Conduct. Position contingent upon the continued availability of funding. The clerk of court reserves the right to modify the conditions of this announcement or withdraw the announcement without prior notice. Direct deposit of pay required.

THE UNITES STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS