

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO.: CAFC-17-12

OPEN: November 27, 2017
CLOSE: Open until filled*
*Priority given to applications received by December 15, 2017

POSITION TITLE, GRADE AND SALARY: Case Manager
CL-23/24 (\$35,943 - \$49,771)
Salary determined by qualifications and experience.
Promotion up to the CL-26 may occur without further posting or competition.

LOCATION OF POSITION: United States Court of Appeals for the Federal Circuit
717 Madison Place, N.W.
Washington, D.C. 20439

About the Court

The United States Court of Appeals for the Federal Circuit was established under Article III of the Constitution on October 1, 1982. The court was formed by the merger of the United States Court of Customs and Patent Appeals and the appellate division of the United States Court of Claims. The court is located in the Howard T. Markey National Courts Building on historic Lafayette Square in Washington, D.C.

The Federal Circuit is unique among the thirteen Circuit Courts of Appeal. It has nationwide jurisdiction in a variety of subject areas, including international trade, government contracts, patents, trademarks, certain money claims against the United States government, federal personnel, veterans' benefits, and public safety officers' benefits claims. Appeals to the court come from all federal district courts, the United States Court of Federal Claims, the United States Court of International Trade, and the United States Court of Appeals for Veterans Claims.

The court also takes appeals of certain administrative agencies' decisions, including the United States Merit Systems Protection Board, the Boards of Contract Appeals, the Patent Trial and Appeal Board, and the Trademark Trial and Appeal Board. Decisions of the United States International Trade Commission, the Office of Compliance, an independent agency in the legislative branch, the Government Accountability Office Personnel Appeals Board, and the Department of Justice Bureau of Justice Assistance also are reviewed by the court.

Position Overview

The Case Manager position is located in the Clerk's Office and manages the progression of appeals cases and related proceedings from opening to final disposition in accordance with prescribed rules, procedures, and internal controls. The incumbent ensures the integrity and quality of case-related databases and provides case related assistance to chambers, court staff, counsel, and the public. The incumbent selected for this position will be subject to a one year probationary period and must be able to lift and move boxes, files, and documents weighing up to 20 pounds.

Responsibilities of the Case Manager include, but are not limited to:

Initiate, process, manage, and close case files in the electronic case management system (CM/ECF). Ensure that all case records and related information are accurate, accessible, and in accordance with policies and processing standards. Oversee the timely progression of cases according to established standards including the identification of cases which require expedited consideration.

Accept, review, and process documents. Perform daily quality control of assigned cases and new filings. Determine if documents received meet the requirements of the Federal Rules of Appellate Procedure, jurisdiction, and the court. Scan case documents and records into CM/ECF.

Sustain the integrity of the electronic database by monitoring proper access to records and filing of documents. Handle sealed and confidential documents and case information and maintain appropriate access to restricted materials. Check for prior or prohibited filings and verify attorney's authority to practice. Retrieve files and make copies of records for court personnel, attorneys, and others. Certify court documents. Respond to inquiries on case status.

Screen cases to be placed on the calendar. Refer cases to panels of judges as needed. Route and distribute briefs, appendices, and records to chambers. Monitor briefing schedules and other due dates. Process emergency applications filed with the court.

Respond to telephone, in person, and electronic inquiries from chambers, court staff, counsel, and the public. Provide information and electronic case filing instruction to external customers. Conduct case research as required.

Inform customers of required fees. Process and reconcile credit card and ACH payments for filed documents. Ensure funds received are secured at all times and accurately balanced at the end of the day.

Serve as a courtroom deputy and assist with the orderly flow and recording of court proceedings. Serve as exhibits clerk by appropriately processing and distributing physical exhibits as received.

Prepare reports as needed for both quality assurance and statistical purposes. Maintain data quality in work product by regularly reviewing and correcting data to comply with prescribed rules, procedures, and internal controls.

Provide backup coverage for other case managers and other duties as assigned.

Required Education and Specialized Experience

- **CL-23 (GS-7):** Possession of an undergraduate degree **or** a current student who anticipates completion of their undergraduate degree in 2018.
- **CL-24 (GS-8):** Possession of an undergraduate degree and one year of progressively responsible clerical or administrative experience equivalent to work at the **CL-23 level (GS-7)** which required the regular and recurring application of clerical or administrative procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry, and report generation.

Preferred Experience

Work experience in a court or legal environment is preferred, especially federal court experience that provided the opportunity to utilize the CM/ECF system. At least two years of specialized experience equivalent to work at CL-23 (GS-7) or above is also preferred.

Application Process and Information

For consideration, application packages must include:

1. A cover letter wherein the applicant describes his or her interest in this position and the experience that makes her or him well qualified to fill this position
2. Resume outlining educational background, employment history, and other relevant information
3. An Application for Employment (Form AO-78 – Visit the court’s website at <http://www.cafc.uscourts.gov/human-resources>). Incomplete and/or unsigned applications will not be considered

Complete application packages containing the items above combined into one single PDF file may be sent by email to hr@cafc.uscourts.gov or delivered by mail to the following address:

**U.S. Court of Appeals for the Federal Circuit
717 Madison Place, N.W.
Suite 410, Human Resources
Washington, D.C. 20439
Attention: Case Manager CAFC-17-12**

Other Information

Only those applicants selected for an interview will be contacted and must travel at their own expense; except that reimbursement for travel may be available during the final stages of the interview process. Reimbursement for relocation is not available.

The court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

Employees of the United States Court of Appeals for the Federal Circuit are excepted service appointments. Federal government civil service classifications or regulations do not apply. All offers of employment are provisional pending successful completion of a background check or investigation and a favorable employment suitability determination. This position is subject to Electronic Funds Transfer (EFT) for payroll deposit.

Must be a U. S. citizen or eligible to work in the United States. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C.§1324b(a)(3)(B). Under 8 U.S.C.§1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

The United States Court of Appeals for the Federal Circuit is an Equal Employment Opportunity employer.