

# Notice of Career Opportunity

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## United States District Court Eastern District of Missouri



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**Posting Date:** December 09, 2024  
**Vacancy Number:** ACM-1224  
**Position Title:** Assistant Case Manager I (**Cape Girardeau Office**)  
**Salary Range:** CL 25 \$47,966-- \$77,966 to CL26 \$52,831-\$85,844 with promotion potential to Assistant Case Manager II CL 27  
Classification dependent on experience  
**Position Location:** Cape Girardeau, MO  
**Closing Date:** Open until filled – applications considered as they are received

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### Position Summary

The position is located in Cape Girardeau, MO. The Assistant Case Manager I (Divisional Office) position operates in a team environment and must handle all aspects of judicial support as well as other office functions. Duties include docketing, case management of civil and criminal cases, digital court recording, courtroom coverage, jury administration, intake, financial, record reproduction, some IT technology support, mail posting and distribution and assisting with coordination and setup of special events.

### Summary of Representative Duties and Responsibilities

- Docketing - Makes summary entries of all documents and proceedings on the docket, ensuring that all automated entries are appropriately linked for proper case management.
- Courtroom Coverage - When assigned, attends court sessions and conferences. Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, managing exhibits and coordinating juror support for trials.
- Communication and Coordination - Acts as liaison among the clerk's office, the bar, pro se litigants and the judge to ensure that cases proceed smoothly and efficiently.
- Reporting – Is responsible for creating a courtroom minute entry for each event, hearing or trial assigned to. Create case management reports to monitor deadlines and prepare for courtroom activity.
- Information Technology – Duties include daily system backups, Electronic Evidence Presentation equipment and video conferencing.
- Intake – Opens and quality controls cases for the divisional office. Provides customer service, processes payments, maintains mail and financial logs, maintains office supplies and inventory.
- Jury Administration – Enters juror questionnaires, reviews requests for deferral and excuses, prepares juror letters, conducts jury orientation, prepares juror lists for trials, setup inbound and outbound calls to jurors, works with chambers on number of jurors to be summoned, inputs payment information, prepares meal orders and assists with grand jury selection.

### Minimum Qualifications and/or Educational Requirements

Excellent communication and organizational skills are required. Knowledge of computers and computer related equipment is essential. Prior court or legal experience is preferred with an ability to comprehend legal terminology. The ability to work effectively under pressure and adapt to a variety of duties. Candidates

must have a Bachelor's degree and/or paralegal certificate with a minimum of one year of specialized legal experience equivalent to work at a CL-24 level.

### **Benefits**

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause.

Generous Paid Time Off Program	Eleven Paid Holidays
Public Service Loan Forgiveness	Group Health, Dental, Vision and Life Insurance
Defined Benefit Pension Plan	Flexible Benefits
Defined Contribution Plan (TSP) with Employer Match	Work Life Services
Parking/Commuter Benefit Program	Employee Assistance Program
Long Term Care Insurance	Virtual Judiciary Online University

Position is subject to mandatory Electronic Funds Transfer participation for net pay.

### **Background Investigation Requirements**

The selectee considered for this position is required to undergo an FBI Background Check and/or Investigation and social media inquiry as a condition of employment. The selectee may be appointed provisionally, and retention will depend upon favorable suitability determination of the background investigation.

### **Application Procedure and Information**

Applicants must be United States citizens or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship, for requirements please see:

<https://www.moed.uscourts.gov/sites/moed/files/Citizenship-Requirements-Employment-Judiciary.pdf>

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Applicants may be asked to participate in proficiency tests.

Qualified persons are invited to submit:

- a cover letter,
- current résumé,
- completed application for judicial branch employment, form AO-78 (available at <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>)
- contact information for three professional references

Application materials may be submitted via e-mail to the following address with reference ACM-1224: [Moed\\_employment@moed.uscourts.gov](mailto:Moed_employment@moed.uscourts.gov)

Only candidates selected for an interview will be contacted. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

***Equal Opportunity Employer***