



United States Court of Appeals for the Sixth Circuit

APPEALS CASE MANAGER

Cincinnati, OH Full-Time

\$ 49,966 - \$ 81,216 (CL 25)*

\$ 55,033 - \$ 89,423 (CL 26)*

About the Court

The Sixth Circuit offers a positive culture with a team of dedicated professionals.

The United States Court of Appeals for the Sixth Circuit hears appeals from the courts located within the circuit and decisions of federal administrative agencies.

Headquartered in the historic Potter Stewart Courthouse in Cincinnati, the Sixth Circuit serves Kentucky, Michigan, Ohio, and Tennessee.

About Cincinnati

The Cincinnati region is booming! Located on the banks of the Ohio River, we have old city charm with a contemporary vibe. We enjoy a diverse and energetic population who are transforming the area into **one of the top places to live in the country.**

Explore our remarkable city at cincinnati.chamber.com and check out our awards at cincyusa.com.

The United States Court of Appeals for the Sixth Circuit is seeking an Appeals Case Manager to join our team.

Overview of Duties

The Appellate Case Manager exercises responsibility for processing cases through all stages of the appellate process, from initial receipt through final disposition.

The major responsibilities and duties include the following:

- Collect case opening data; review and monitor compliance with jurisdictional prerequisites; prepare case opening documents; docket the case; establish deadlines to monitor compliance.
- Receive and docket all motions and responses to motions; rule on those motions delegated to clerk's authority by local rule or internal policy; and monitor action thereon.
- Research and respond to verbal and written inquiries from judges, other courts, counsel, pro se parties and others concerning procedures, case problems and case status.
- Establish and issue a briefing schedule tailored to case need.
- Receive and review briefs tendered for filing for compliance with technical requirements of Sixth Circuit Rules and Federal Rules of Appellate Procedure. Advise counsel of deficiencies to briefs with specific directions for correction and monitor receipt of corrections.
- Receive and docket orders from judges. Make timely distribution of orders and opinions to counsel, parties and the district court and district court judges, as appropriate. Draft orders as requested by chambers or supervisors.
- Construe pro se documents, refer to appropriate staff members and prepare written responses when necessary.
- Provide prompt notification to appropriate court staff of emergency motions; request expedited responses; and follow-up until completion.
- Provide courtroom support as primary, backup or setup courtroom deputy.

POSITION QUALIFICATIONS

Required: Excellent organizational and interpersonal skills; highly precise and detailed. Present a professional image and demeanor. Ability to exercise discretion in dealing with confidential information. Ability to work under pressure and meet deadlines. Ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software. Ability to work in a team-based environment. High school diploma, or its equivalent.

Preferred: Two years of work experience which relates to the processing of legal documents and/or the application of statutes and rules/regulations, and the use of legal terminology. Related experience in a court, government agency, law firm, or equivalent environment. Experience with electronic case-management systems.

COMPETITIVE TOTAL REWARDS

Compensation*: \$ 49,966 - \$ 81,216 (CL 25)* | \$ 55,033 - \$ 89,423 (CL 26)*
(*Salary commensurate with qualifications in accordance with U.S. Court Guidelines)

Benefits: Employer subsidized health and life insurance plans. Dental and vision insurance plans. Flexible spending accounts for health care, dependent care, and commuter expenses. Eligibility for Public Service Loan Forgiveness Program and mass transit subsidies. On-site fitness center. Federal retirement entails a pension plan (FERS-FRAE) and employer-matching Thrift Savings Plan (similar to a 401K). Retirees may carry insurance plans into retirement while paying the same premiums as employees. Visit www.uscourts.gov/careers/benefits to learn more about the Judiciary's competitive benefits.

Work/Life: Annual time off - 13 vacation days, 13 sick leave days, and 11 paid holidays. Vacation days increase to 20 days after three years and to 26 days after fifteen years. Hybrid telework schedule may be available.

ENJOY WORK/LIFE BALANCE

HOW TO APPLY

Please submit a single PDF application packet, including (1) a cover letter addressing your qualifications and experience in relation to the job duties *and* how you learned of the position, (2) a current resume, to the Director of Human Resources via the Resume button on our [online application system](#).

Position is open until filled; preference given to applications received by **July 7, 2024**.

Virtual interviews available for first round interviews.

CONDITIONS OF EMPLOYMENT

The selected candidate is provisionally hired pending results of background check and fingerprinting. Employees are required to adhere to the *Judicial Code of Conduct for Judicial Employees*. Electronic Fund Transfer for payroll direct deposit is required. Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. For citizenship requirements and additional information about careers in the Judiciary, visit www.uscourts.gov/careers.

The Court reserves the right to modify the conditions of this announcement, or to withdraw the announcement for any reason without notice.