



**DAVID CREWS**  
Clerk of Court

**Oxford**  
911 Jackson Ave.  
Oxford, MS 38655

**Aberdeen**  
301 W. Commerce St.  
Aberdeen, MS 39730

**Greenville**  
305 Main St.  
Greenville, MS 38701

[www.msnd.uscourts.gov](http://www.msnd.uscourts.gov)

### **Important Dates**

**Opening Date:**  
June 13, 2024

**Closing Date:**  
July 15, 2024  
or until filled

### **Apply to:**

[hr@msnd.uscourts.gov](mailto:hr@msnd.uscourts.gov)

*The U.S. District Court for the  
Northern District of Mississippi  
is an Equal Opportunity  
Employer.*

# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF MISSISSIPPI

Position: Case Manager  
Vacancy #: 24-102  
Classification: CL 25 (\$47,966 to \$59,966 – actual salary will be based on qualifications and experience)  
Promotion potential to CL-27 without further competition  
Location: Aberdeen, Mississippi  
Appointment: Full-time permanent

### POSITION OVERVIEW

The United States District Court for the Northern District of Mississippi is accepting applications for a position of Case Administrator in the Clerk's Office in Aberdeen, Mississippi. This position will entail occasional travel to Oxford and Greenville, and infrequent overnight travel to other sites. As a member of the case management team, the Case Manager manages the progression of civil and criminal cases and related proceedings from opening to final disposition.

### REPRESENTATIVE DUTIES

- Review filed documents for conformity with rules and regulations.
- Perform Quality Control on attorney and chambers docketed entries.
- Perform civil docketing by applying the Federal Rules of Civil Procedure and the Uniform Local Civil Rules.
- Process daily filings and distribute judgments and orders pursuant to the Internal Procedures of the Clerk's Office.
- Check for prior or prohibited filings. Verify attorney's authority to practice.
- Monitor for release of exhibits and sealed documents.
- Verify and issue process.
- Manage progression of assigned cases to final disposition.
- Perform criminal docketing by applying the Federal Rules of Criminal Procedure and rules of the Speedy Trial Act.
- Perform Quality Control on criminal cases and monitor assigned cases to ensure completion of required procedural steps.
- Provide procedural or case information to the public, attorneys, and the court.
- Transmit and retrieve records to and from appropriate courts, including but not limited to the Fifth Circuit Court of Appeals and other U.S. District Courts.
- Open new cases in the court's electronic filing system.
- Respond to inquiries and requests by providing assistance and support to chambers, the public, the Administrative Office, and other court units.
- Inform customers of required fees; receive payments and issue receipts; secure funds in cash register; balance cash drawer at the end of the day; and process credit card payments.
- Perform other duties as assigned.

All court positions are subject to budgetary or organization reduction which could result in the elimination of this position.

## BENEFITS:

- Paid Annual & Sick Leave
- 11 Paid Holidays
- Employer subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts

## CONDITIONS OF EMPLOYMENT:

- All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) seeking U.S. citizenship, or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.
- Completion of FBI Fingerprint Background Check with periodic reinvestigation, if applicable.
- Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. Retention depends upon a favorable suitability determination.
- Employees are subject to mandatory electronic funds transfer.
- Employees are considered "at will".
- Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees.

*The Court reserves the right to modify the conditions of this job announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which may occur without prior written or other notice.*

## QUALIFICATIONS

To meet the minimum requirements for this position, an applicant must:

- Possess a high school diploma or the equivalent and must have two years of general experience and at least one year of specialized experience requiring regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives or law and involve the routine use of specialized terminology and automated software; such experience is commonly encountered in a legal-related field such as found in a law or clerk's office of a federal, state or local court.
- Possess the ability to operate electronic data and word processing equipment.
- Possess a good knowledge of spelling, punctuation, grammatical usage, and legal terminology and be able to communicate clearly and concisely, both orally and in writing.
- Consistently perform all duties of the office in a professional and friendly manner in working with the public and court staff.
- Demonstrated ability to perform on a high level in a collaborative, team-based environment.
- Ability to consistently demonstrate sound ethics and judgment.
- Ability to maintain confidentiality, handle sensitive information, and exercise discretion at all times.
- Reside within reasonable daily commuting distance of the United States Courthouse in Aberdeen, Mississippi.

## PREFERRED QUALIFICATIONS

- Bachelor's degree from an accredited college or university.
- Experience in a legal setting.
- Experience using CM/ECF (Case Management/Electronic Case Filing) or other court electronic filing systems is highly desirable.

## APPLICATION PROCESS

Applications should be received by close of business July 3, 2024. Qualified applicants should submit the following documents:

- A cover letter and resume outlining qualifications, education and employment experience, including references; and
- A completed Application for Judicial Branch Federal Employment (Form AO-78) which is available at <https://www.uscourts.gov/services-forms/forms>.

Applications should be submitted via email (PREFERRED) to [hr@msnd.uscourts.gov](mailto:hr@msnd.uscourts.gov) (subject: Case Manager – 24-102). When submitting via email, documents should be submitted as a **single PDF document**.

Alternatively, applications can be submitted by mail or hand delivered to:

Human Resources Administrator  
U.S. District Court  
Northern District of Mississippi  
911 Jackson Avenue, Suite 369  
Oxford, Mississippi 38655

Envelope should reference MSND 24-102 and should be marked confidential.