



**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF ALABAMA**  
<https://www.alnd.uscourts.gov/>

**JOB OPPORTUNITY NUMBER: ALND 25-01**

**POSITION: Case Manager**

**LOCATION: Birmingham, AL**

**OPENING DATE: February 3, 2025    CLOSING DATE: February 21, 2025**

**CLASSIFICATION LEVEL: CL 25**

**STARTING SALARY: \$49,383 - \$80,244**

**The actual starting salary is dependent upon experience and qualifications.**

**\*\* More than one selection may be made from this recruitment. \*\***

**SUMMARY**

The Clerk's Office of the U.S. District Court for the Northern District of Alabama is comprised of over 50 professional staff providing administrative and operational support to 13 federal judges located across 5 geographical divisions.

**POSITION OVERVIEW**

This position is organized in the Operations section of the U.S. District Court Clerk's Office, with responsibilities that include docketing, maintaining, and processing cases, in accordance with approved rules, procedures, and internal controls, and managing the progression of civil and/or criminal cases and related proceedings from opening to final disposition. **Limited travel between the geographical divisions may be necessary to support court operations. Limited situational telework may be available per policy at the discretion of the Clerk of Court.**

**DUTIES AND RESPONSIBILITIES**

- Manage civil and criminal cases from opening to closing. Review, identify, and research the accuracy, timeliness, and quality of data entered into the case record. Make corrections to the case record to comply with local and national procedures.
- Create and process new case files. Open cases in case management system. Docket initial opening events. Sort, classify, and file case records.
- Review filed documents for conformity with rules and regulations. Make summary entries of documents and proceedings.
- Check for prior/prohibited filings. Verify attorney admission. Verify and issue summons. Manage cases to ensure timely progression.
- Monitor assigned cases to ensure completion of required procedural steps. Monitor for release of exhibits and sealed documents.
- Manage progression of assigned cases to final disposition. Receive and docket terminating documents. Prepare and distribute judgments, orders, and deficiency notices.
- Process notices of appeal and appeal-related documents.

- Transmit records, as appropriate. Ensure event codes are entered accurately.
- Provide backup coverage for team members and other departments, as required.
- Perform other duties, as assigned.

## **CONDITIONS OF EMPLOYMENT**

- Employees must be United States citizens or eligible to work in the United States.
- Employees will be hired provisionally pending the results of a background investigation.
- Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.
- Positions with the United States District Court Clerk's Office are **Excepted Service** appointments. Excepted service appointments are at-will and can be terminated with or without cause by the Clerk of Court.

## **MINIMUM QUALIFICATIONS**

Applicants must have a minimum of two years of specialized experience that includes progressive knowledge and responsibility in court calendars, docketing processes, and case management. Experience in federal or state court administration is preferred.

Other Requirements: The incumbent must be detail-oriented and possess strong interpersonal, organizational, customer service, and problem-solving skills; able to communicate accurately, effectively, and timely with colleagues, senior executives, and across agencies; and skilled in the use of automated systems and software, including word processing, spreadsheets, and databases.

## **EDUCATION**

Applicants must possess a high school diploma, or equivalent. A college degree is preferred.

## **BENEFITS**

A generous benefits package is available and includes:

- Paid annual leave (13-26 days, depending on federal service accrued)
- Paid sick leave (13 days)
- Paid holidays (11 days)
- Retirement benefits (e.g., immediate matching contributions in the Thrift Savings Plan)
- Optional participation in Federal Employees' Health Benefits, supplemental Dental and Vision Insurance, and Federal Employees' Group Life Insurance

## **APPLICATION INFORMATION**

Interested applicants must submit four (4) items combined into a single PDF:

- 1) a cover letter;
- 2) a resume;
- 4) a list of professional references; and
- 3) a completed Federal Judicial Branch [Application for Employment \(AO 78\)](#).

Submit materials electronically to [personnel@alnd.uscourts.gov](mailto:personnel@alnd.uscourts.gov). Hard copies and faxed copies of applications will not be accepted.

Only applicants selected for an interview will be contacted.

**The U.S. District Court is an Equal Opportunity Employer.**