



United States Court of Appeals for the Sixth Circuit

Appellate Case Manager

Cincinnati, OH Full-Time

\$43,980 – \$71,538*

About the Court

The United States Court of Appeals for the Sixth Circuit is one of 12 regional federal courts. Circuit courts hear 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 21st Century vision. 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 www.cincinnati-chamber.com and check out our awards at www.cincyusa.com.

Position Summary

Appellate Case Managers exercise responsibility for processing cases through all stages of the appellate process, from initial receipt through final disposition. The major responsibilities and duties of this position 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 or 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.

Qualifications

Required: Strong organizational and interpersonal skills. Present a professional image and demeanor. Highly precise, and detailed. 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. High school diploma, or its equivalent. Ability to work in a team-based environment.

Preferred: Bachelor's degree and/or paralegal certification strongly 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.

Total Rewards and Work/Life Balance

The Sixth Circuit offers a forward-thinking work environment with a team of dedicated professionals.

Compensation: \$43,980 – \$71,538 (CL 25) (*Salary commensurate with qualifications)

Benefits: Employer subsidized health and life insurance plans. Dental, vision, flexible spending accounts, long-term care plans available. Eligibility for Public Service Loan Forgiveness Program and mass transit subsidies. On-site gym. Federal retirement entails an employer sponsored pension plan (FERS) and a retirement contribution plan with employer match (TSP). Retirees carry insurance plans into retirement while paying the same premiums as employees.

- **Work/Life:** Time off - 13 vacation days, 13 sick leave days, and 10 paid holidays. Vacation days increase to 20 days after three years and to 26 days after fifteen years.

How to Apply

Please submit a single PDF application packet to ca06-humanresources@ca6.uscourts.gov that includes 1) a cover letter detailing your qualifications and experience, 2) resume, and 3) AO78 Application for Judicial Branch Employment, located at www.ca6.uscourts.gov/employment.

This position is open until filled. More than one vacancy may be filled from this announcement.

Conditions of Employment

Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. Selectees are subject to a background check and fingerprinting and are provisionally hired pending results of the background check. Employees are required to adhere to the [*Judicial Code of Conduct for Judicial Employees*](#). Employees are required to use Electronic Fund Transfer for payroll direct deposit. For citizenship requirements, visit www.uscourts.gov/careers.