



Vacancy Announcement United States District Court Western District of Missouri

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| Position: | Case Management Specialist |
| Position Number: | DK-12102015 |
| Location: | Kansas City, Missouri |
| Starting Grade/Range: | CL26 (\$42,644 - \$69,289) |
| Opening Date: | December 10, 2015 |
| Closing Date: | December 23, 2015 @ 5 pm CST |

Overview of Position

The United States District Court for the Western District of Missouri is accepting applications from qualified candidates for a full-time Case Management Specialist position. This position will be divided into case processing and CM/ECF duties. The position is located in Kansas City, Missouri. The position will do case processing work along with analyzing, coordinating and evaluating Case Files (CM/ECF) system activities.

This position reports directly to the District Operations Manager and performs, but is not limited to, the following duties:

- Analyze operational practices and procedures. Work closely with Operations Manager to identify and solve procedural problems and impediments to quality data entry. Recommend improvements to work processes, operating methods, and data entry screens.
- Maintain data integrity by running and analyzing reports to identify specific types and categories of errors.
- Perform quality control reviews. Advise management regarding trends in input errors and conduct employee-specific corrective action. Develop and revise procedures for data entry. Research and propose solutions to various case management issues.
- Troubleshoot, research, and make appropriate changes to the CM/ECF system. Coordinate and implement new functionality. Update and create CM/ECF dictionary events. Coordinate and participate in testing of new operational procedures and/or major system enhancements.
- Coordinate help desk efforts to ensure accurate, consistent, and timely responses. Act as resource for CM/ECF issues and answer technical questions regarding procedures and policies.
- Provide necessary CM/ECF training and conduct information meetings for judges, chambers staff, clerk's office staff, attorneys, and staff of court-related agencies. Develop, maintain, and update information made available to all users through the internal and external web sites.
- Maintain CM/ECF authorization lists for judges and their staff.
- Maintain information on exempted filers and users

Qualifications

The candidate must have the following:

- Excellent interpersonal skills and the ability to communicate both verbally and in writing and to maintain confidentiality.
- Good judgment and the ability to organize work to meet deadlines and complete multiple tasks in a timely manner.

- The ability to work independently but also to work as a team player in support of the Court's overall mission.
- Knowledge and understanding of the policies and procedures of the Court.
- Knowledge of and skill in the use of applicable automated systems.
- Expert in CM/ECF and have the ability to perform dictionary work.
- Proficient of federal and local rules and legal terminology and legal documents.
- A Bachelor's degree is preferred but not required.

Application Procedure

For consideration, qualified applicants must apply by sending a PDF or Word file containing a cover letter and a detailed resume by December 23, 2015 @ 5 pm CST to:

Michele Nelson
U.S. District Court
Charles Evans Whittaker Courthouse
400 East 9th Street, Room 1510
Kansas City, MO 64106
Email: michele_nelson@mow.uscourts.gov