

**United States Court of Appeals**

*For the Eighth Circuit*

Thomas F. Eagleton U.S. Courthouse

111 South 10th Street, Room 24.329

St. Louis, Missouri 63102

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**POSITION ANNOUNCEMENT**

**CASE MANAGER**

U. S. Court of Appeals, Eighth Circuit, seeks a Case Manager. Incumbent will manage federal civil and criminal cases through the use of the CM/ECF system, review filings for compliance with court rules, monitor deadlines, enter orders and communicate with judges, lawyers and litigants. Position requires excellent analytical and clerical skills. Incumbent must be detail oriented, have computer experience and be able to work well with the public. A college degree and legal experience is strongly preferred.

Starting salary \$35,055 to \$56,974 (CL-24), with promotion potential to \$38,704 to \$62,951 (CL-25), depending on qualifications. Selected applicant is subject to a mandatory FBI fingerprint check. Send a cover letter which addresses the qualifications, skills and experience necessary to perform the job; resume, including a list of references; a completed AO78 application for judicial branch employment (available at <http://www.uscourts.gov/forms/AO078.pdf>); and salary history to: [humanresources@ck8.uscourts.gov](mailto:humanresources@ck8.uscourts.gov)

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April 23, 2015