

INDIANA SUPREME COURT, OFFICE OF JUDICIAL ADMINISTRATION

JOB DESCRIPTION



Job Title: Appellate Case Manager
Department: Clerk of the Indiana Appellate Courts
Salary: \$39,576 or more depending upon qualifications and experience
Status: Regular, full-time (37.5 hours per week minimum)
Responsible To: Clerk

To Apply: Submit cover letter & resume by October 29, 2020, to HRCourts@courts.IN.gov.

This position serves as an Appellate Case Manager with the Office of Judicial Administration, in the Appellate Clerk's Office. This position processes paper and electronic filings, including acceptance of documents, review for compliance, handling associated filing fees, and notices of defect and returns. In addition, this position assists internal/external customers, processes new cases, and accurately maintains computerized case histories for appellate cases.

Essential Duties/Responsibilities

Responsible for accepting and reviewing all filings for the appellate courts, verifying compliance based on the Indiana Rules of Court, Rules of Appellate Procedures. This position handles the daily inflow of filings through traditional mail, eFiling, in person, and overnight drop box; completing each request within 1 to 2 business days, including defects and returns. This position assists customers with inquiries over the phone, and at the front counter on a rotating basis. The Appellate Case Manager performs additional related tasks as the Clerk or Office Administrator may require. Additional duties include but not limited to:

- Handle front counter, assist customers and process filings from overnight drop box
- Field questions from practitioners, paralegals, and the general public
- Accept documents for filing and associated filing fees, from customers
- Review filings for compliance based on Indiana Rules of Appellate Procedures, includes motions, appearances, briefs, and petitions
- Process and open new cases, through notice of appeal
- Receive, scan, stamp date, review, and organize mail
- Process filings, including preparing Notices of Defect and Notices of Return
- Maintain computerized case histories accurately, for appellate cases
- Additional duties as assigned

Process Paper Filings:

- Review filing to determine type of document and compliance with time standards
- Research payment of filing fee, and determine responsible party
- Verify party has an appearance on file
- Review filings for compliance with Indiana Rules of Appellate Procedures
- Add event code in Odyssey, attach eFiling documentation, and update docket; if filing is compliant
- Create task in Odyssey and transfer to appropriate court, for completion

Process Electronic Filings:

- Retrieve assignments in queue; review filing to determine type of document and compliance with time standards
- Research payment of filing fee, and determine responsible party

- Verify party has an appearance on file
- Review filings for compliance with Indiana Rules of Appellate Procedures
- Accept and transition into Odyssey, if filing is compliant
- Add event code in Odyssey and attach eFiling documentation, update docket
- Create task in Odyssey and transfer to appropriate court, for completion

Notice of Defect and Notice of Return

- Prepare letter/form for Notice of Defect; outline each defect, obtain Clerk signature, scan in Odyssey, add to docket, and send electronic transmission
- Notate date received, and track due date for response (10 days)
- Prepare Notice of Return, for no response to Notice of Defect
- Create memo for untimely and defect items to court of receipt

Qualifications:

Associates degree in paralegal studies, business or public administration, criminal justice, sociology, or related, and six (6) years as a paralegal, professional experience working in the judicial system, or similar.

- Extensive knowledge of Microsoft Excel, Word, and Outlook, intermediate to advanced level
- Working knowledge, or ability and willingness to learn SharePoint and Odyssey
- Knowledgeable in court processes and terminology
- Ability to learn and adapt to new technologies
- Ability to work with little supervision or oversight and to exercise independent judgment in a mature and professional manner
- Motivated self-starter with the ability to anticipate and meet work needs
- Ability to use database software to input, organize, track, and retrieve data
- High degree of data entry proficiency without errors, and work production efficiency
- Thorough understanding of Indiana Rules of Court, Rules of Appellate Procedures
- Ability to act as a liaison on behalf of the Administrator when interacting with management, staff, internal and external customers to provide program specific information, answer questions, and address issues/problems raised
- Excellent verbal and written communication skills, required
- Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, concise, and error-free
- Ability to use tact and diplomacy when dealing with the needs, problems, and/or concerns of other department staff, outside agency personnel, and/or the public
- Demonstrated ability to follow through on tasks, pay attention to details, and work independently
- Ability to manage time and multi-task a multitude of assignments with conflicting priorities and changing timelines
- Ability to identify information, materials, and resources needed to complete a project or assignment
- Possess strong problem-solving skills
- Ability to work effectively and efficiently under pressure
- Extensive knowledge of office practices, etiquette, procedures and programs
- Proven ability to exercise discretion in handling confidential information and materials in a professional manner

Must exercise absolute confidentiality; avoid conflicts of interest and the appearance of conflict of interest, abide by the Employee Handbook and Judicial Code of Conduct. Must be willing to submit to a criminal background check.

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to provide an exhaustive list of all duties and responsibilities, nor is it intended to limit the authority of supervisors or managers to assign or direct the activities of employees.

The Indiana Supreme Court is an Equal Opportunity Employer. Equal employment opportunities are provided to all applicants for employment without regard to race, color, religion, sex (including pregnancy), gender identity, national origin, age, disability, marital status, political affiliation, socioeconomic status, status as a protected veteran or any other protected status in accordance with applicable federal, state, and local laws, and the Indiana Judicial Code.

If you are a qualified individual with a disability and will need a reasonable accommodation to assist you in apply for the position or to perform the essential functions of the job, the Indiana Supreme Court will provide such reasonable accommodations.