



**Office of the Federal Defender  
Eastern District of Oklahoma**

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**Vacancy Announcement #202402**  
**Position Title:**  
**Case Management Assistant**

**Posting Date: April 2, 2024**  
**Type: Full-Time**  
**Duty Station: Muskogee, OK**

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**Closing Date: Open Until Filled**

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The Federal Public Defender for the Eastern District of Oklahoma is accepting applications for a full-time Case Management Assistant. The Case Management Assistant compiles, analyzes and maintains case statistics for a defender organization. The Case Management Assistant reports to the Administrative Officer.

The federal defender organization operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters in federal courts. Our Office has an excellent reputation for providing high quality representation. The collegial and collaborative culture make it a great place to work for equal justice.

**DUTIES:**

The Case Management Assistant performs tasks such as the following:

- Opens and closes case files. Analyzes processes for opening, closing, and maintaining case files and makes recommendations for improvement.
- Provides organization with casefile updates for Time Keeper and Case Management System(CMS) programs. Maintains case indexes and cross-reference systems.
- Inputs data such as minute entries and orders, client information, and other locally maintained statistical information into database.
- Prepares regular statistical reports.
- Prepares reports for the Defender on staff attorney caseloads.
- As directed, prepares monthly, quarterly, and annual statistical reports for the Defender and Administrative Officer with respect to the number and types of cases opened, closed and pending, as well as the disposition of closed cases.
- Analyzes statistical data regarding attorney caseloads, the types of cases opened and closed and case dispositions. Prepares statistical reports and projections on these subjects for the Defender.
- Maintains archived closed files, both on and off site; archives files to offsite storage as needed or directed.
- Assists staff and other Federal agencies in obtaining and interpreting information in CMS.
- Other duties as assigned by the Defender

**QUALIFICATIONS**

To qualify for the position of Case Management Assistant, a person must be a high school graduate or the equivalent. The individual must be able to perform each essential job duty satisfactorily. The job requirements are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Applicants must demonstrate well-developed organizational and time-management skills, along with a proven ability to prioritize multiple demands and meet established deadlines and commitments. Must be committed to the mission and work well in a team environment. Must be committed to client confidentiality. Prior federal judiciary experience with case knowledge is preferred, but not required.

**BENEFITS INFORMATION**

The candidate selected for this position will be eligible for a generous federal employee benefits package which includes:

- Paid vacation and sick leave; paid parental leave, and 11 paid federal holidays per year.
- Optional participation in Federal Employees Health Benefits plans (health, dental and vision); Federal Employees Group Life Insurance; Flexible Benefits Program.
- Participation in the Federal Employees Retirement System (FERS). Optional participation in Thrift Savings Plan (up to 5% employer matched contributions).
- Detailed information on benefits can be found at <https://www.uscourts.gov/careers/benefits>

**ADDITIONAL INFORMATION**

Only those applicants selected for an interview will be contacted. A background investigation will be conducted as a condition of employment. Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request.

**SALARY AND BENEFITS**

This is a full-time position. Federal salary and benefits apply. Salary is commensurate with experience and education. This position is subject to mandatory electronic transfer (direct deposit) of net pay. The selected candidate will be subject to a background check as a condition of employment.

**HOW TO APPLY**

Interested applicants should submit a cover letter, resume highlighting relevant skills and experience, and a list of references (2 professional and 2 personal) to:

**Scott A. Graham, Federal Public Defender at  
OKE\_resumes@fd.org**

**MORE THAN ONE POSITION MAY BE FILLED FROM THIS POSTING.**

**APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.**

**The Federal Public Defender is an Equal Opportunity Employer**