
	JUDICIARY OF GUAM	HUMAN RESOURCES DEPARTMENT JOB STANDARD
CLASSIFICATION TITLE: CIVIL CASE MANAGER		EFFECTIVE DATE: OCTOBER 2017
PAY GRADE: P	TOTAL HAY EVALUATION POINTS: 534	POSITION STATUS: [X] Classified [] Unclassified [X] FT [] PT
FLSA CATEGORY: [X] Exempt [] Non-Exempt		EEO CATEGORY: Professional
REPORTS TO: Superior Court Clerk of Court		APPROVED BY: 

NATURE OF WORK:

This professional and highly responsible position is assigned to manage civil and domestic cases for the Superior Court of Guam using benchmark case management techniques to promote case progression and disposition. This includes assisting the Courts and Ministerial Division in scheduling and monitoring compliance with requirements for handling civil and domestic cases under the Guam Code Annotated, Guam Rules of Civil Procedure, Local Rules of Court and Administrative Rules.

ESSENTIAL FUNCTIONS: (This is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent for this position. Duties, responsibilities, and activities may change at any time with or without cause.)

Identifies and implements a variety of case management techniques to improve case processing standards that promote case progression and disposition.

Evaluates civil and domestic cases for compliance with Guam law, local rules, and administrative orders to assure completeness and readiness for hearings.

Assists with the case management of judicial caseloads and maintains a database of open cases needing attention.

Develops case management plans based on case types and/or case management issues.

Reviews court files where issues arise and prepare files for final hearing.

Prepares and monitors case processing reports to ensure case events comply with statutory/local practice timelines.

Evaluates the status of case-related matters; performs required actions to move the cases forward; and consults with the Judge to facilitate case progression.

Provides the court with case status information at hearings or through periodic reports.

Generates standard court orders, documents, and forms.

Creates and maintains record system for efficient case management.

Prepares case management reports.

Adheres to and complies with all promulgated policies, standards, and codes of ethical conduct.

Performs other related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES & SKILLS:

Knowledge of legal terminology and legal format.

Thorough knowledge of legal secretarial practices and procedures.

Thorough knowledge of business English, spelling, punctuation, and arithmetic.

Knowledge of court case management principles.

Knowledge of Microsoft Office, including Microsoft Word, Excel, and PowerPoint.

Knowledge of courtroom protocol.

Ability to develop, layout, and implement clerical procedures and operations from general instructions and guidelines.

Ability to make routine decisions by established policies and procedures.

Ability to compose correspondence on routine matters and to perform everyday tasks without referral to supervision.

Ability to operate a personal computer, typewriter, word processor, data entry equipment, and other standard office equipment accurately and rapidly.

Ability to maintain confidentiality and discretion concerning case management.

Ability to maintain a professional demeanor and work effeciently with judicial officers, officials, attorneys, self-represented litigants, the public, and employees.

Ability to identify problems and make recommendations for improvements.

Ability to conduct meetings and make formal presentations.

Ability to establish work priorities and meet deadlines.

Ability to analyze data and case information.

Ability to communicate clearly and concisely, orally and in writing.

Excellent customer service skills.

MINIMUM EDUCATION, EXPERIENCE & TRAINING:

Graduation from a recognized college or university with a Bachelor's degree in public or business administration, criminal justice, English, pre-law or a closely related field, plus four (4) years of professional experience as a Paralegal or equivalent work.