

COURT OF APPEALS

Job Description

CASE MANAGER

DEFINITION

Under the direction of the court administrator/clerk or designee, a case manager is responsible for processing cases and interpreting appellate rules and procedures.

TYPICAL WORK

(Note: The following is a listing of **typical** duties; the actual duties of a position may not include all those listed or may include other work of a similar nature.)

Reviews Notice of Appeal and related documents for compliance with court rules.

Opens new appellate cases and transfer cases; docket cases information into the ACORDS system; establishes perfection schedule and issues notification to counsel and interested parties. Makes requests as needed to parties for documents to perfect Notices of Appeal, Notices for Discretionary Review, and Personal Restraint Petitions.

Enters into the ACORDS system all documents filed and significant action taken on a case on appeal.

Monitors, coordinates, and tracks appellate cases through the established Court of Appeals process.

Tracks cases where a petition for review or notice of discretionary review have been filed at the Supreme Court.

Reviews briefs for compliance with rules. Rejects briefs for non-compliance with the Rules of Appellate Procedure; monitors screening process for case difficulty, coordinates the reproduction of briefs.

Monitors imposition of sanctions and takes appropriate action.

Prepares and/or processes all court opinions, orders, and rulings.

Performs duties related to mandate preparation: Prepares rulings on cost bills or award of costs, closes cases terminated by the court, commissioners, and clerk.

Acts as bailiff as required.

Prepare invoices as necessary.

Performs other duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of: appellate court rules and procedures; legal terminology; general office practices and equipment; general word processing techniques.

Ability to: effectively communicate orally and in writing; maintain a professional attitude in dealing with the public; follow written and oral directions; maintain confidentiality.

MINIMUM QUALIFICATIONS

Associate of Arts degree in legal secretarial science or related field.

OR

Graduation from high school; **AND** three years clerical/secretarial experience to include one year in the legal environment.

Appellate court experience desirable.

FEDERAL FAIR LABOR STANDARDS/WASHINGTON STATE MINIMUM WAGE ACT

This position is covered by the Federal Fair Labor Standards Act and the Washington State Minimum Wage Act.

Range 48

Revised 12/03

Revised Salary Range 7/08

Revision Adopted by COA Personnel Committee 6/07