



U.S. Securities & Exchange Commission Vacancy Announcement

Job Title	Case Management Specialist
Location	San Francisco, CA
Compensation	\$102,691 to \$168,892 per year
Series & Grade	SK 12
Position Number	20-DE-10649104-MJB
Application Deadline	November 19, 2019

Summary

The Case Management Specialist will join a team that is responsible for performing a range of duties associated with SEC matters under inquiry, compliance examination, investigation, and enforcement actions.

Responsibilities

- Serves as a Case Management Specialist, providing specialized and critical management, documentation, monitoring, and reporting on actions being taken by the SEC. The actions involve official proceedings ranging from matters under inquiry to security law violations being prosecuted by trial attorneys.
- Works with the Office and Headquarters legal staff on distribution and collections actions which involve extensive research, asset reviews, database searches, and analysis to assure appropriate resolution.
- Reviews, produces, and/or secures a variety of documents from the tracking and reporting systems such as quarterly status reports, electronic spreadsheets, statistical reports, trend analyses, and special-purpose reports.
- Responds to requests concerning policies as they relate to on-going actions and tracking and monitoring operations.
- Utilizes numerous databases to track and obtain information relative to the status of the cases of the assigned offices. Utilizes numerous databases to track and obtain information relative to the status of the cases of the assigned offices.
- Analyzes information maintained in agency systems, conducts extensive and thorough research using various sources, and examines issues involved to ensure appropriate records are continually maintained and in full compliance with reporting requirements.

Qualifications

J.D. or LL.B. degree –AND–

SK-12: Applicant must have at least one year of specialized experience equivalent to the GS/SK-11 level. Specialized experience includes: **(1)** researching case laws; **(2)** preparing legal documents and memorandums; **(3)** managing investigative documents and case files using application software and online legal research tools; **(4)** providing courtroom and pretrial litigation support that includes: preparing, analyzing, and processing legal documents, and utilizing electronic discovery and other electronic technologies to perform legal research or to assist at trial or other courtroom proceedings.

To Apply

To learn more about this employment opportunity and/or to apply online, please visit <https://go.usa.gov/xpjm>
For assistance, please contact the Office of Minority and Women Inclusion at (202) 551-6046 or omwi@sec.gov.

The SEC is an equal opportunity employer