



Muskogee

101 North 5th Street
Muskogee, OK 74401

www.oked.uscourts.gov

Important Dates

Opening Date:

July 31, 2025

Closing Date:

Open Until Filled

How to Apply

[HumanResources OKED@oked.uscourts.gov](mailto:HumanResources_OKED@oked.uscourts.gov)

**The Eastern District
is an Equal Opportunity
Employer.**



CAREER OPPORTUNITY

U.S. DISTRICT COURT - EASTERN DISTRICT OF OKLAHOMA

Position: Case Administrator

Salary Range: \$44,259 - \$60,602

Vacancy: 25-03

Duty Station: Muskogee, OK

Open to: All qualified candidates

POSITION OVERVIEW

The position of Case Administrator manages the progression of civil and criminal cases and related proceedings from opening to final disposition. This position reports to the Clerk of Court.

Duties include, but are not limited to, the following:

- Responsible for managing the progression of cases from opening to final disposition by maintaining official case records in the Case Management/Electronic Case Filing (CM/ECF) automated system.
- Receive and review incoming documents for conformity with applicable rules and procedures and taking appropriate action as needed.
- Administer cases, including opening new cases, preparing, and issuing forms and notices.
- Collect filing fees and other fees due and owing to the court.
- Assist the public in access to case documents.
- Provide answers to public inquiries regarding court procedures, case status, and filing using the court's CM/ECF system.
- Provide clerical and administrative support to the clerk's office including answering phone, in-person case filings, photocopying, scanning, and other general office tasks.
- Perform other duties as assigned.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

- Applicants must be a high school graduate, or equivalent, with a minimum of two years specialized experience.
- Applicants must possess exceptional computer skills and the ability to follow instructions and procedures.
- Applicants must be team players who are dependable, detail oriented, and able to work in a multitasking and fast-paced environment with a demand for accuracy and quality assurance.
- Position entails considerable public contact and requires excellent customer service skills.
- Applicants must possess exceptional communication skills as frequent contact with a wide variety of individuals within and outside the judiciary is required.

PREFERRED SKILLS

- Bachelor's degree from an accredited four-year college or university in business or public administration, political science, criminal justice, law, or other field closely related to this position.
- Knowledge of clerk's office case management procedures, court's local rules and general orders is preferred.
- Broad knowledge of Microsoft Office 365 applications, Adobe Acrobat, internet browsers, automated case management systems and scanning equipment are desirable.

Conditions of Employment:

- Applicants must be a citizen of the United States or eligible to work in the United States.
- Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available for applicants to review upon request.
- Employees will be hired provisionally pending the results of a Federal Bureau of Investigation (FBI) background check.
- Employees of the United States District Court are excepted service appointments.
- Excepted service appointments are at will and can be terminated with or without cause by the Court.
- Travel and relocation expenses are not reimbursed.
- Employees are subject to mandatory electronic funds transfer for payroll deposits.

HOW TO APPLY

- Submit the following in a single pdf to HumanResources_OKED@oked.uscourts.gov
- Cover letter
- Resume
- Application Form AO-78 found on www.oked.uscourts.gov
- Contact information for three professional references

Application documents may also be mailed to:

U.S. District Court for the Eastern District of Oklahoma

Attention: Alisa Henin, HR Specialist

P.O. Box 607

Muskogee, OK 74401

Only candidates selected for interviews will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

BENEFITS PACKAGE

- Federal Employee Retirement System
- Thrift Savings Plan with 5% match
- Flexible work schedule
- Telework
- Paid annual and sick leave
- Paid federal holidays
- Parking
- On-site fitness facility
- Health, dental, vision, and life insurance
- Health and dependent reimbursement accounts
- Visit www.uscourts.gov for more benefit information