



Muskogee

101 North 5th Street
Muskogee, OK 74401

www.oked.uscourts.gov

Important Information

Opening Date: 8/19/2025

Closing Date: Until filled with preference given to applications received by 9/15/2025.

Salary Class: CL 26

Promotion potential to CL 27 without further recruitment.

How to Apply

HumanResources_OKED@oked.uscourts.gov

The Eastern District is an equal opportunity employer.



CAREER OPPORTUNITY

U.S. DISTRICT COURT - EASTERN DISTRICT OF OKLAHOMA

Position: Operations Specialist

Salary Range: \$53,839 - \$87,482

Vacancy: 25-04

Duty Station: Muskogee, OK

Open to: Internal Only, OKED Employees may apply

POSITION OVERVIEW

The Operations Specialist maintains expertise in the areas of case administration, intake and records and responds to more complex questions related to case services policies and procedures.

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

- Prepares, updates and maintains operational instructions, such as written procedures for docketing, quality control and related procedures.
- Provides leadership, direction, training and development to the case administration team.
- Ensures documentation and implementation of procedures by maintaining a current knowledge of docketing procedures, event and ordered reliefs for all case types, including appeals.
- Reviews daily productivity for docketing performed timely/untimely and for docketing event accuracy/inaccuracy.
- Ensures preparation and completion of all NARA shipments.
- Prepares the Court's monthly statistical reports.
- Monitors and redistributes case workload when necessary.
- Answers and responds to inquiries from attorneys, chambers and related agencies about the CM/ECF system.
- Performs other duties as assigned.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

- Applicants must be currently employed with the Oklahoma Eastern District Court.
- Applicants must be a high school graduate, or equivalent, with a minimum of three 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 currently employed in the Eastern District Court of Oklahoma and 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 employees and applicants to review upon request.
- Judicial employees are subject to periodic Federal Bureau of Investigation (FBI) background checks.
- 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