

***** CAREER OPPORTUNITY *****



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF OKLAHOMA**

Position Title: Administrative Support I

Location: Muskogee, Oklahoma

Closing Date: Open until filled; preference given to applications received by January 1, 2025

Classification: CL-23 – CL-24

Salary Range: \$39,212-\$70,610 **Actual salary determined by qualifications and experience. If hired at CL-23, promotion potential to CL-24 without competition.*

POSITION OVERVIEW:

The United States District Court for the Eastern District of Oklahoma is accepting applications for the position of Administrative Support I. This position reports to the Clerk of the Court.

DUTIES AND RESPONSIBILITIES:

- Greet visitors in person or on the telephone. Answer routine questions and direct visitors to the appropriate contact.
- Perform data entry functions and generate reports.
- Receive and review incoming documents for conformity with applicable rules and procedures, taking appropriate action as needed.
- Assist in administering cases, including opening new cases, and 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.
- Assist the Court in the management of the jury pool.
- Provide answers to public inquiries regarding filing procedures, case status, and use of the Court's CM/ECF system.
- Perform other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

- Applicants must be a high school graduate, or equivalent, with a minimum of one year of 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 multi-task.
- Position entails considerable public contact and requires excellent customer service skills.

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:

- Employees must be a United States citizen or eligible to work in the United States.
- Employees are required to adhere to the Code of Conduct for Judicial Employees.
- Employees of the United States District Court are Excepted Service Appointments.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposits.
- Travel and relocation expenses are not reimbursed.
- As a condition of employment, the selected candidate will be subject to an FBI fingerprint check and employment will be considered provisional until completed.

BENEFITS:

Federal benefits include paid vacation and sick leave; health, life, dental, vision, disability, and long-term care insurance plans; retirement; matching and tax-deferred Thrift Savings Plan (similar to a 401K); paid holidays; and periodic salary increases. Information about judiciary benefits can be found at www.uscourts.gov.

HOW TO APPLY:

Submit the following documents: (1) cover letter, (2) resumé, (3) a list of references, and (4) a completed AO-78 - Application for Federal Judicial Branch Employment (found on the Court's website at www.oked.uscourts.gov) to:

United States District Court for the Eastern District of Oklahoma
Attention: Human Resources
P.O. Box 607
Muskogee, Oklahoma 74401

Or submit via email in a single .pdf file to: HumanResources_OKED@oked.uscourts.gov

***** THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS. *****