*** CAREER OPPORTUNITY ***

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

Position Title: Case Administration Clerk
Location: Muskogee, Oklahoma
Closing Date: Open until November 30, 2020
Classification: CL-23
Salary/Range: $34,596-56,232   *Actual salary determined by qualifications and experience.*

POSITION OVERVIEW:

The United States District Court for the Eastern District of Oklahoma is accepting applications for the position of Case Administration Clerk. This position reports to the Clerk of the Court.

DUTIES AND RESPONSIBILITIES:

- 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.

QUALIFICATIONS AND REQUIREMENTS:

- 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:

- 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: Bonnie Hackler, Chief Deputy Court Clerk
P.O. Box 607
Muskogee, Oklahoma 74401

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

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