

**\*\*\* CAREER OPPORTUNITY \*\*\***



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

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Position Title: Administrative Support Clerk (2 openings)

Location: Muskogee, Oklahoma

Closing Date: Open until April 30, 2021

Classification: CL-23

Salary/Range: \$34,945-43,319 \*Actual salary determined by qualifications and experience.

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**POSITION OVERVIEW:**

The United States District Court for the Eastern District of Oklahoma is accepting applications for the position of Docket Clerk. 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.
- 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.
- 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](http://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](http://www.oked.uscourts.gov)) to:

United States District Court for the Eastern District of Oklahoma  
Attention: Bonnie Hackler, Chief Deputy Clerk  
P.O. Box 607  
Muskogee, Oklahoma 74401

Or submit via email in a single .pdf file to: [bonnie\\_hackler@oked.uscourts.gov](mailto:bonnie_hackler@oked.uscourts.gov)

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