

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



UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF OKLAHOMA  
An Equal Opportunity Employer  
[www.okwd.uscourts.gov](http://www.okwd.uscourts.gov)

Position Title: Intake Clerk  
Position Number: 25-20  
Location: Oklahoma City  
Open Date: December 10, 2025  
Close Date: Open until filled.  
Salary Range: CL-23 (\$39,959 - \$64,962)

This is a career ladder position with promotion potential to grade CL-24 without further competition. Starting salary commensurate with qualifications and work experience.

**POSITION OVERVIEW:** This entry level position is in the Court Clerk's Office of the federal court in Oklahoma City. The Intake Clerk is responsible for a variety of clerical duties that support the filing of documents in accordance with federal rules, approved procedures, and internal controls. The Intake Clerk serves as the initial point of contact with the general public, with a focus on customer service. The Intake Clerk receives and reviews incoming documents, provides procedural information, collects court fees and payments, and assists with records and reproduction.

**REPRESENTATIVE DUTIES:** The representative duties of the position include:

- Assisting in the receipt and review of incoming documents to determine conformity with appropriate rules, practices, and/or court requirements. Routing documents to proper offices and/or staff after acceptance.
- Sorting, classifying, and filing case records. The Intake Clerk assists in maintaining the integrity of the filing system by filing documents accurately and in a timely manner and by monitoring access to Court records. The clerk retrieves files and makes copies of records for court personnel, attorneys, and others.
- Performing reception duties by greeting visitors in person and on the telephone, answering routine questions, and directing callers to the appropriate personnel.
- Informing customers of fees, receiving payments, and issuing receipts. The Intake Clerk processes payments using the Automated Cash Register system, including cash, checks, and credit cards. The Intake Clerk maintains the check log and balances the cash drawer at the end of the day.
- Assisting in entering documents into the court's electronic case management system, updating records, scanning documents, and performing mail duties.
- Performing other duties or special projects as assigned.

**MINIMUM QUALIFICATIONS:** Applicant must be a United States citizen, subject to the exceptions enumerated at <https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>. The successful applicant must be a high school graduate or equivalent and must have a minimum of two years general experience. General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

**PREFERRED QUALIFICATIONS:**

- A four-year degree from an accredited college or university
- Experience in a legal setting.
- Customer service experience and/or customer service training.

**BENEFITS:** Employees of the United States District Court are eligible to participate in the Federal Employees Retirement System, the Thrift Savings Plan, and health, dental, vision, life and long-term care insurance programs. Employees are entitled to 11 paid holidays, paid annual and sick leave, periodic grade and step increases.

**ADDITIONAL INFORMATION:** All employees are subject to mandatory electronic direct deposit of salary payment.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either of which may occur without prior written or other notice. In the event a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Court may elect to select a candidate from the applicants who responded to this original announcement without re-posting the position.

The selected candidate will be hired provisionally pending the results of fingerprinting and a thorough background investigation to determine employment suitability. Background investigations are renewed every five years. Candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. **Applicants completing the AO-78 are not required to complete questions 19-21 regarding criminal history.** Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application material may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

Employees are subject to The Code of Conduct for Judicial Employees. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. Judicial employees serve at-will and therefore the selected candidate may be removed from this position at any time.

**APPLICATION INSTRUCTIONS:** Please email a letter of interest, resume, and completed application form as a single .pdf document to [hr@okwd.uscourts.gov](mailto:hr@okwd.uscourts.gov). The employment application is located at [www.okwd.uscourts.gov/AO78](http://www.okwd.uscourts.gov/AO78). Please include the name of the applicant and the vacancy number in the subject line of the email.

Vacancy No. 25-20  
Joan Kane, Court Clerk  
U. S. District Court, Western District of Oklahoma  
William J. Holloway, Jr. U.S. Courthouse  
200 NW 4th Street, Rm 1210  
Oklahoma City, OK 73102