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**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF OKLAHOMA**

www.okwd.uscourts.gov

Position Title: Case Administrator
Position Number: 26-04
Location: Oklahoma City
Open date: May 21, 2026
Close Date: Open until filled.
Salary Range: CL-24 (\$44,701 - \$72,654)
This is a career ladder position with promotion potential to grade CL-25 without further competition. Starting salary commensurate with qualifications and experience.

POSITION OVERVIEW: This entry level position is in the Court Clerk's Office of the federal court in Oklahoma City. As a member of the case management team, the incumbent will serve as a point of contact for the public and members of the legal community and provide information about court cases, policies, and procedures. This position involves a high volume of public interaction by telephone and email to answer inquiries on case status and other related matters. The Case Administrator will process legal documents in the electronic case management system, perform cashiering duties, and provide top quality service to our customers. Candidates should have excellent customer service skills and a pleasant, professional demeanor.

Candidates should be proficient in Microsoft Word; communicate effectively orally and in writing; be comfortable utilizing computers; have excellent typing and proofreading skills; have a demonstrated ability to think through, analyze, and interpret written communications; be able to prioritize tasks and work assignments; and have strong interpersonal skills as well as a professional demeanor and appearance appropriate for a professional office environment.

REPRESENTATIVE DUTIES: The representative duties of the position include:

- Receive and review incoming documents to determine conformity with appropriate local and federal procedural rules, practices and court requirements.
- Scan and file documents.
- Act as a point-of-contact and furnish information to a wide variety of people within and outside of the court.

- Make summary entries of all court-filed documents and case management events in the Electronic Case Filing database.
- Accept payments and process receipts utilizing the cash register/electronic case filing system.
- Perform Quality Control procedures relating to electronic case filings.

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.

COURT PREFERRED QUALIFICATIONS:

- A four-year degree from an accredited college or university.
- Experience in a legal setting and CM/ECF (Case Management/Electronic Case Filing) experience is highly desirable.
- 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. The employment application is located at 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. 26-04
U. S. District Court, Western District of Oklahoma
William J. Holloway, Jr. U.S. Courthouse
200 N.W. 4th Street, Rm 1210
Oklahoma City, OK 73102

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