



**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF WISCONSIN  
OFFICE OF THE CLERK  
MILWAUKEE DIVISION**

**Vacancy Announcement#: 23-04  
Case Administrator – Two Openings  
Includes Either Courtroom Duties or Jury Management Duties**

**CL-25 - \$47,737 - \$77,612**

**\*Starting salary usually in the low to middle portion of the range, based on qualifications and experience**

**Future promotional opportunity to CL-26 without further competition**

**Positions open until filled**

**\*Positions may be eligible for hybrid work schedule once fully trained**

These positions are located in the Milwaukee Clerk's Office of the U.S. District Court. Case Administrators perform a variety of duties and are responsible for maintaining the official case record and processing case information in accordance with approved internal controls, procedures, and rules. They serve as an initial contact in the Clerk's Office for the general public, litigants, and attorneys, and, as such, perform customer service, cashier duties, and provide procedural information. Case Administrators are also responsible for receiving, reviewing, scanning, and filing documents, and maintaining files in compliance with federal and local rules and procedures.

One case administrator position will be on a track to assume courtroom responsibilities including scheduling and attending court proceedings, managing the courtroom, taking minutes, organizing exhibits, and operating courtroom technology.

One case administrator position will be on a track to assume jury management responsibilities including ensuring efficient and fair operations related to the selection, qualification, summoning, orientation, and payment of jurors for petit and/or grand juries.

**Representative Duties**

Assign case numbers, open cases in the case management system, and docket initial case opening events. Maintain integrity of the filing system by monitoring proper access to records and maintaining timely and accurate filing of documents. Electronically file pleadings, notices, minutes, decisions and orders, and judgments. Perform quality assurance checks on electronically filed documents.

Retrieve files, scan documents, and make copies of records for court personnel, attorneys, and others. Certify court documents.

Provide frontline customer service at the Clerk's Office front counter. Answer and route incoming calls and assist the public in the use of computerized databases. Provide basic procedural information to the public, the bar, and the court.

Inform customers of required fees, receive payments, and issue receipts. Secure funds in cash register, balance cash drawer at the end of the day, and process credit card payments for filed documents.

Receive and file incoming documents and assist with the maintenance of court files. Check for prior or prohibited filing. Verify and issue summons. Verify attorney's authority to practice. Process prisoner form requests.

Perform case management duties to ensure the accuracy, timeliness, and quality of all documents and proceedings in the court's automated electronic filing system (CM/ECF).

Perform other duties as assigned.

### **Courtroom Duties**

Schedule and attend court proceedings. Manage a courtroom including assuring the presence of all necessary participants, taking minutes, operating courtroom technology, and organizing exhibits.

Assist with order processing. Prepare statistical reports. Provide backup coverage for team members as required.

Answer procedural questions for judges, staff, and the public. Handle confidential and sensitive information appropriately.

### **Jury Duties**

Perform duties relating to master wheel refill and grand jury selection. Prepare and mail summons, notices, and forms. Monitor and record the jury questionnaire process, juror attendance, and selection. Collect and prepare travel documentation and payment packets.

Prepare and conduct juror orientation and assist jurors with their logistical needs (parking, lodging, refreshments, etc.). This involves public speaking and presenting in front of a group of jurors.

Monitor court calendar to determine the appropriate number of jurors for each jury trial day.

Maintain and update demographic and other information on juror candidates. Enter and compile information regarding empaneled jurors. Provide jury panel information for judges and clerk of court.

Prepare monthly and yearly statistical report for submission to the Administrative Office.

### **Minimum Qualification Requirements**

Requires a minimum of three (3) years of experience in progressively responsible administrative, technical or professional positions, preferably in a court or legal setting. Education may substitute for experience up to two (2) years. Proficiency with Microsoft Office applications. Advanced skill in written and oral communications, including the writing, editing, and proofreading of documents. Knowledge of, or willingness to learn, court rules, policies, and procedures.

Ability to maintain confidentiality and work with a variety of individuals and agencies. Skill in administrative matters--file maintenance, record keeping, and reporting. Bachelor's degree preferred.

The ideal applicant will possess the following: outstanding customer service skills: ability to prioritize, excellent communication skills (written and verbal), ability to always maintain a professional appearance and demeanor, ability to show initiative and accountability, flexibility, and willingness to work harmoniously with others in a team-based organization. The applicant must be able to work efficiently in a fast-paced atmosphere dealing with numerous and diverse legal issues.

### **Information for Applicant**

Email a **single/combined PDF** containing: (1) cover letter indicating interest in either the courtroom track or jury management track, (2) resume, (3) essay describing something you are passionate about [limited to one page, single-spaced], and (4) completed AO 78 Application for Judicial Employment [available on the court's website at [www.wied.uscourts.gov/employment](http://www.wied.uscourts.gov/employment)] to Human Resources: [employment@wied.uscourts.gov](mailto:employment@wied.uscourts.gov).

Please use **"Case Administrator"** as your subject.

Receipt of application materials not combined into a single PDF will be sent back to the applicant for resubmittal in the proper format. Applications will be accepted until the position is filled. Interviews will be scheduled as applications are reviewed. Only those candidates selected for an interview will be contacted.

- Applicants must be U.S. citizen or eligible to work in the United States.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.
- The selected candidate will be subject to a background check as a condition of employment.

### **Employee Benefits**

Employees of the United States District Court are “at will” employees and ARE NOT included in the Government’s Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Thirteen (13) days of paid vacation per year for the first three years of employment. Up to 26 days per year thereafter.
- Participation in a retirement program.
- Participation in the federal health insurance program of your choice; vision and dental insurance options.
- Participation in a group life insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of eleven (11) paid holidays per year.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.