



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

Vacancy Announcement#: 25-04

Case Administrator [Intake] – Two Openings

CL-25 - \$51,129 - \$83,080 *

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

Positions open until filled; preference given to packets received by 03/25/2025

Position Overview

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.

The Case Administrators [Intake] will be on a future track to assume courtroom responsibilities including scheduling and attending court proceedings, managing the courtroom, taking minutes, organizing exhibits, and operating courtroom technology.

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.

Review filed documents for conformity with rules and regulations. Electronically file pleadings and make summary entries of all documents and proceedings on the docket. Prepare and issue summons and warrants upon order of the Court.

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.

Assist with the review and scanning of incoming mail.

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 attorney's authority to practice. Process 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.

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

Position will remain open until filled, with preference given to applications received by March 25, 2025. Only candidates selected for an interview will be contacted. Submit single PDF to: employment@wied.uscourts.gov including:

1. Cover letter,
2. Resume,
3. Essay describing something you are passionate about [limited to 1 page, single-spaced], and
4. Form AO 78, Federal Judicial Branch Application for Employment, available at: <https://www.uscourts.gov/forms-rules/forms/application-judicial-branch-federal-employment>

- Applicants must be U.S. citizen or eligible to work in the United States
- Federal benefits package
- 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
- Employees of the United States District Court are "at will" employees and are not included in the Government's Civil Service Classification