



**Courtroom Deputy Administrator**

Vacancy Announcement #A26-16

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Position Title: Courtroom Deputy Administrator  
Position Type: Full-Time, Permanent  
Location: Kansas City or Wichita, Kansas  
Open Date: June 12, 2026  
Closing Date: Open until filled with preference given to applications received by June 25  
Pay Grade: CPS CL 28, in accordance with [CPS guidelines](#)

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**POSITION OVERVIEW**

The U.S. District Court for the District of Kansas is recruiting for a new position, Courtroom Deputy Administrator, to join the clerk's office management team. This position reports to a Division Manager. The CRD Administrator will coordinate resources, staff coverage, scheduling, and case management among courtroom support employees. This new position will also work with other departments and agencies to innovate and streamline courtroom processes. The CRD Administrator will train staff on policies, procedures, best practices, and tools for managing calendars, cases, communication, docketing, and other processes. The CRD Administrator will gather and provide statistical information to aid in decision-making and reporting, including assigning cases to judges, balancing workloads among judges and staff, monitoring trends in case filings, and other data as requested.

**REPRESENTATIVE DUTIES:**

- Coordinate case management activities across the district, using a variety of staff and technology resources, including scheduling and staffing hearings, conferences, and trials; communicating with parties; updating records, and other activities to support case management.
- Assign work, balance workload, and coordinate coverage among courtroom deputies.
- Train staff in policies, procedures, and CM/ECF functionality.
- Coordinate quality control activities of courtroom deputies. Ensure data integrity by running and analyzing reports to identify specific areas for adjustment and develop associated training plans.
- Review monthly chambers reports to verify consistent reporting across chambers.
- Report to senior leadership periodically on team and individual work accomplishments, challenges, and progress on improving work processes, and individual and team training needs.
- Work with Workleaders, Operations Manager, and Operations Analyst to identify and resolve docketing and procedural issues and communicate resolution of those issues to Courtroom Deputies.
- Act as a resource for courtroom support issues and answer questions regarding procedures, policies, and equipment.
- Develop training and procedural manuals for courtroom support.
- Develop methods of coordinating workload balance of courtroom deputies, providing backup support when necessary.
- Serve as project leader for special initiatives and/or assignments from the Clerk, Chief Deputy Clerk, or Operations Manager.
- Work with others on the management team to prioritize projects, communicate initiatives, manage performance, and grow teamwork across departments.

**MINIMUM QUALIFICATIONS:**

- A High School Diploma or equivalent.

- Two years of specialized experience as a Courtroom Deputy within the federal judiciary with no substitutions available.
- Accuracy and attention to detail.
- Ability to collaborate effectively and lead a team.
- Excellent oral and written communication skills.

### **BENEFITS**

1. 13 days paid vacation for each of the first three years
2. 20 days paid vacation annually after three years
3. 26 days paid vacation annually after 15 years
4. 13 days paid sick leave per year
5. 11 paid holidays per year
6. Up to 12 weeks Paid Parental Leave for eligible employees
7. Choice of healthcare coverage, including dental & vision coverage
8. Life insurance options
9. Participation in the Federal Employees Retirement System (government pension)
10. Participation in the Thrift Savings Plan (tax-deferred retirement savings plan)
11. Participation in the Flexible Benefits Program
12. Employee Recognition Program
13. Employee Assistance Program
14. Access to National Judiciary Training programs
15. Student Loan Forgiveness through [PLSF](#)
16. Free parking
17. Free onsite fitness center

### **APPLICATION PROCEDURE:**

To apply for this position, submit the following items combined into a [single, pdf document](#):

- 1) cover letter
- 2) a resume

[3\) AO 78 Federal Judicial Branch Application for Employment and District of Kansas Supplemental Form\\*](#)

- Complete applications should be submitted by email to: [HR@ksd.uscourts.gov](mailto:HR@ksd.uscourts.gov).
- Current District of Kansas employees may omit #3.
- The subject line of the e-mail must include both the position title (Courtroom Deputy Administrator) and the position number (A26-16).
- You SHOULD NOT respond to questions 19, 20, and 21 of the AO 78 application form, in accordance with the Fair Chance to Compete with Jobs Act of 2019.

The U.S. District Court may modify or withdraw this job announcement without prior notice. One or more positions may be filled from this vacancy announcement. This position is in the excepted service, not the competitive civil service. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a favorable background check, which may be subject to periodic updates. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. Due to the volume of applications received, the court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses are not available. Applicants must be United States citizens or eligible to work for the United States Government.

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