



**Case Administrator I**

Vacancy Announcement #WI25-1

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Position Title: Case Administrator I  
Position Type: Full-Time, Permanent  
Location: Wichita, Kansas  
Open Date: January 8, 2025  
Closing Date: Open until filled; preference given to applications received by January 31, 2025  
Starting Salary Range: CPS CL 24/1 – CL 24/25 (\$44,259 - \$55,328 Annually) \*Starting salary is commensurate with qualifications, experience, and based upon Court Personnel System (CPS) [guidelines](#). Full salary potential is up to \$71,932. Promotion potential without further competition to CL 25, \$48,890 - \$79,443. Pay rates are subject to annual step increases and annual cost of living adjustments.

**As an Equal Opportunity Employer, we value diversity in our workforce.**

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**POSITION OVERVIEW**

The Case Administrator I is a position in the clerk's office which performs various functions related to maintaining and processing federal cases from opening to disposition. The incumbent will perform customer service and cashier duties, provide procedural information, and collect court fees. The clerk's office supports 14 federal judges across the district. This position includes occasional travel.

**REPRESENTATIVE DUTIES:**

- Respond to inquiries from the public, the bar, chambers, or other agencies regarding case information and procedural information.
- Receive new case filings, including numbering the case, entering it into the system, and assigning a judge.
- Receive and review pleadings for required elements.
- Perform basic case docketing tasks, including searches, docketing staff notes, adding documents to existing entries, and restricting sealed documents from public viewing.
- Issue summons packets.
- Advise individuals of copy fees and process their requests, including fee collection.
- Certify documents upon request.
- Process incoming and outgoing mail.
- Act as cashier, including informing customers of fees, receiving payments, and issuing receipts.
- Assist with court events and meetings.

**QUALIFICATIONS:**

***Mandatory***

- A High School Diploma
- Two years of general clerical experience
- One year of non-entry level, specialized clerical or administrative work experience gained somewhere such as a law office, insurance company, educational institution, the government, or a corporate office.

- Excellent computer skills and the ability to work with a variety of programs and applications.
- Accuracy and attention to detail.
- The ability to maintain confidentiality and use sound judgement.
- The ability to communicate effectively both orally and in writing.

***Preferred***

- A bachelor's or associate degree.
- Experience in the legal field or a governmental office.
- Excellent customer service skills and the ability to deal with a wide variety of people tactfully and courteously.
- Strong interpersonal skills and the desire to work in a fast paced, team environment.

**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)
- The subject line of the e-mail must include both the position title (Case Administrator I) and the position number (WI25-1).
- You should NOT respond to questions 18, 19, and 20 of the AO 78 application form, in accordance with the Fair Chance to Compete with Jobs Act of 2019.

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. One or more positions may be filled from this vacancy announcement. This position is in the excepted, 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 will not be paid. Applicants must be United States citizens or [eligible to work for the United States Government](#).