



Case Administrator

Vacancy Announcement #KC25-22

Position Title: Case Administrator I or Case Administrator II
Position Type: Full-Time, Permanent
Location: Kansas City
Open Date: November 10, 2025
Closing Date: Open until filled
Salary Range: CPS CL 24/25: \$44,259 - \$80,739
Promotion Potential: Promotion to Case Administrator II and III (CL 25 and 26) without further competition.

POSITION OVERVIEW

The Clerk's Office of the U.S. District Court for the District of Kansas is seeking an organized, detail-oriented, and customer-focused individual for a full-time Case Administrator position in the Kansas City divisional office. Case Administrators assist in the filing and management of federal civil and criminal cases, and provide customer service to the court, the bar, and the public.

The U.S. District Court is a great place to work with competitive salaries and benefits, a work schedule that promotes a work-life balance, access to a fitness center, and the opportunity to work with colleagues committed to fulfilling the important mission of the federal courts to administer justice fairly and impartially. The U.S. District Court for the District of Kansas has 14 judges across three divisions in Kansas City, Topeka, and Wichita.

REPRESENTATIVE DUTIES:

- Respond to inquiries from the public, the bar, chambers, and other agencies regarding case 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 case docketing tasks, including searches, docketing staff notes, adding documents to existing entries, and restricting sealed documents from public viewing.
- Perform quality control on a wide range of pleadings, documents, and correspondence for accuracy, completeness, and conformity with rules, practices, and court requirements.
- Issue summons packets.
- Process requests for copies, certification of documents, or other services, including fee collection.
- Process incoming and outgoing mail.
- Perform cashiering, reconciliation, and deposit functions.
- Assist with court events and meetings.
- Occasional travel to other divisions in the district.

QUALIFICATIONS:

Mandatory

- A High School Diploma.
- Two years of data-entry, customer service, or administrative work experience such as in 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 judgment.
- 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 problem-solving skills and the ability to work with a wide variety of people productively and courteously.
- Strong interpersonal skills and the desire to work in a collaborative 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 federal 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 Program through [PLSF](#)
16. Free parking
17. Free onsite fitness center

APPLICATION PROCEDURE:

To apply for this position, submit the following items combined into **one 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
- The subject line of the e-mail must include both the position title (Case Administrator) and the position number (KC25-22).
- Do 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.

ADDITIONAL INFORMATION

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](#).

THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER