



UNITED STATES DISTRICT COURT – DISTRICT OF COLORADO
Alfred A. Arraj U. S. Courthouse
901 19th Street
Denver, CO 80294
www.cod.uscourts.gov

CASE ADMINISTRATION SPECIALIST

Vacancy Announcement #: 2025-18-USDC

POSITION:	Case Administration Specialist
POSITION TYPE:	Full-time Permanent (Mon-Fri, 8:00 am to 5:00 pm)
SALARY RANGE:	CL 24 (\$48,267 - \$78,503) – Pay Table DEN* CL 25 (\$53,329 - \$86,682) <i>*Starting salary depends on qualifications and experience. Position has promotable potential up to a CL 25 without further competition.</i>
OPEN DATE:	Tuesday May 27, 2025
CLOSING DATE:	Open until filled; preference given to those who apply by close of business June 23, 2025
AREA OF CONSIDERATION:	Open to all qualified individuals
LOCATION:	Denver, Colorado (In Person at the Clerk's Office)

The Court reserves the right to cancel and/or modify this vacancy announcement as needed.

Do you enjoy teamwork, service and being part of something bigger than yourself? If so, the U.S. District Court might be the right place for you. We are publicly funded by people just like you and me – U.S. taxpayers – so, we can't offer pay and perks you might find in the private sector. However, what we do offer is steady pay, work-life balance, great health/dental/vision benefits, 11 paid holidays off, one of the best 401(k) plans around with a 5% match, a genuine defined pension, tuition reimbursement, telework and a free annual public transportation pass. If that's not enough, you will be part of providing equal access to justice for all.

We are a part of the judicial branch, one of the three separate branches of the federal government. We independently set our own employment policies such as remote work and performance management. We value our employees' individualism and continue to strive towards a diverse, equitable and inclusive workplace.

The Clerk's Office of the United States District Court for the District of Colorado is accepting applications for a Case Administration Specialist. The Case Administration Specialist is primarily assigned to support a select group of judges but is also available for assignment to any judicial officer in the district.

The Clerk's Office of the U.S. District Court for the District of Colorado provides effective and efficient administrative and case management assistance and support to the judicial officers of the Court as well as to all others requiring services of the Court. The Case Administration Specialist is primarily responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition in accordance with approved internal controls, procedures and rules. This position reports directly to the Case Administration Supervisor and operates out of the Clerk's Office located in Denver, Colorado. Learn more about the United States Courts [here](#).

REPRESENTATIVE DUTIES

The representative duties of this position include but are not limited to:

- Manage civil and criminal cases from opening to closing. Review, identify and research the accuracy, timeliness and quality of data entered into the case record. Make corrections to the case record to comply with local and national procedures. Ensure that all case files and related information are accessible. Manage cases to ensure timely progression. Process notices of appeal and appeal-related documents. Perform quality control on attorney and staff-docketed entries.
- Prepare and analyze required reports. Check data from reports to meet quality assurance standards.
- Check for prior or prohibited filings. Verify attorney's authority to practice. Monitor for release of exhibits and sealed document. Verify and issue summons.
- Respond to inquiries on case status. Provide information and electronic case filing (ECF) instruction to external customers. Inform customers of required fees.
- Create and process new case files. May assign case numbers to judges and/or magistrate judges. Open cases in case management system. Docket initial opening events. Sort, classify, and file case records. Audit cases for closing and check the docket to ensure that all necessary documents are entered and that deadlines are met or terminated before filing the closing order.
- Scan and convert documents filed over the counter and received by mail into image files. Enter documents and proceedings on the case docket. Maintain documents in the appropriate location. Answer phone inquiries regarding case status, archive information, and court procedures. Provide forms via mail or e-mail as required.
- Test new procedures and processes and provide feedback. Provide noticing as required by law. Maintain mailing records.
- Train incoming Case Administration Specialists on position's duties and provide appropriate support during onboarding process.
- Assist with order processing. Provide backup coverage for team members and other departments as required.
- Communicate and respond to all requests regarding operations. Answer procedural questions for judges, staff and the public. Provide customer service and resolve difficulties while complying with regulations, rules, and procedures. Abide by the [Code of Conduct for Judicial Employees](#) and court confidentiality requirements. Always demonstrate sound ethics and good judgment. Handle confidential and sensitive information appropriately.

MINIMUM QUALIFICATIONS

The successful applicant must be a high school graduate (or equivalent) and must have two years of general experience and one year of specialized experience to work at CL-24.

General experience is defined as progressively responsible clerical, office or other work that indicates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position.

Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semesters or 45 quarter hours) equals one year of general experience.

PREFERRED QUALIFICATIONS

Preference will be given to applicants who are college graduates, have specialized experience in a court (i.e. Federal, State or Municipal courts), experience using Case Management/Electronic Case Filing (CM/ECF), Adobe Acrobat and Microsoft Office products and experience working with audio visual technology to include video conferencing, telecommunications and audio system equipment.

The ideal applicant will possess the following: outstanding customer service skills, ability to prioritize, excellent communication skills (written and verbal), ability to always maintain 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 also be able to work efficiently and effectively in a fast-paced atmosphere dealing with numerous and diverse legal issues.

BENEFITS

A generous benefits package is available and includes the following: 13 days of vacation for first three years (which increases with tenure) and 13 days of sick leave, 11 paid holidays, retirement benefits, and Thrift Savings Plan (TSP) including a government match of up to 5%. Optional benefits include health and life insurance, dental and vision insurance, long-term care insurance, a Flexible Benefits Program which includes health, dependent care, and parking reimbursement, RTD EcoPass (depending on budget), and an in-house fitness facility. Also included is the Federal Occupational Health (FOH)/Employee Assistance Programs (EAP). Student loan forgiveness is available to those qualified, pursuant to the terms of the Public Service Loan Forgiveness ([PSLF](#)) program. Court employees may also be eligible for telework or flexible schedules in accordance with local policy. See the complete list of benefits on our employment [website](#).

ADDITIONAL INFORMATION

The court may administer pre-screen assessments to assist in the screening process. Employees must adhere to a [Code of Conduct](#). This position is subject to mandatory fund transfer (EFT) participation, adherence to 8 U.S.C. § 1324b(a)(3)(B) regarding hiring of lawful permanent residents and FBI fingerprint and background check. All offers are conditional upon the results of a criminal history inquiry. All compensation and promotions are subject to final approval by the Administrative Office of the U.S. Courts.

HOW TO APPLY

All qualified applicants should submit the following:

- Application form AO78 (Download it [here](#))
- Current resume and cover letter
- Copy of your most recent performance review (If unavailable, attach letter of recommendation)
- Copy of your latest SF50 (current/prior federal employees outside Colorado only)

Your application packet must be submitted as a **single pdf document** by email to cod_hrd@cod.uscourts.gov

Please note "Vacancy Announcement: 2025-18-USDC" in the subject line of the email.

Incomplete applications and applications received after the closing date may not be considered.

THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER