



**United States District Court for the  
Southern District of Alabama  
Mobile, Alabama**

**VACANCY ANNOUNCEMENT 25-05  
CASE ADMINISTRATOR/JURY CLERK**

The United States District Court for the Southern District of Alabama is currently accepting applications for a full-time Case Administrator/Jury Clerk. This is a permanent position with scheduled hours of Monday through Friday, 8:00 a.m. to 5:00 p.m., located in the Clerk's Office in Mobile, Alabama. The Case Administrator/Jury Clerk reports to the Operations Manager and will serve a six-month probationary period.

**Position:** Case Administrator/Jury Clerk  
**Classification Level:** CL-24  
**Salary Range:** \$44,259 - \$71,932  
**Opening Date:** December 8, 2025  
**Closing Date:** Open Until Filled  
(Promotional potential up to CL25 without further competition.)

**MISSION OF THE CLERK'S OFFICE:**

The United States Courts are an independent, national judiciary providing fair and impartial justice within the jurisdiction conferred by the Constitution and Congress. As an equal branch of government, the federal judiciary preserves and enhances its core values as the courts meet changing national and local needs.

**POSITION OVERVIEW:**

The Case Administrator/Jury Clerk is responsible for performing a wide range of administrative, technical, and customer service duties to support the court's case management and jury operations. The ideal candidate must have strong attention to detail, excellent organizational and interpersonal skills, and the ability to work effectively in a fast-paced, service-oriented environment.

**DUTIES AND RESPONSIBILITIES:**

**Case Administrator:**

- Receive and review incoming documents, both electronic and paper, to ensure compliance with applicable local and federal rules, procedures, and court requirements.
- Scan, file, and maintain documents as required.
- Prepare case-related appeals and transfers; certify court documents as needed.
- Handle confidential and sensitive materials in accordance with established protocols.
- Assign case numbers and randomly assign cases to judges.
- Open new cases and enter all relevant information into the Court's Case Management/Electronic Case Filing (CM/ECF) system.
- Create summary entries for all documents and proceedings, ensuring data accuracy in CM/ECF in accordance with quality control standards.
- Apply knowledge of civil and criminal laws to support case management and maintain accurate automated entries.
- Serve as a primary point of contact for assigned cases, providing information to Court staff and the public.
- Interact with the public and furnish information to a wide variety of Court users.

- Verify attorney eligibility to practice before the Court and process attorney admission applications.
- Advise attorneys on proper procedures for amending electronically filed documents.
- Accept and process attorney admissions; issue certificates and maintain related records.
- Serve as a point of contact for all matters relating to Attorney Admissions.
- Coordinate and perform task associated with attorney admission, and other intake functions as needed.
- Perform cashiering duties, including communicating required fees, receiving payments, issuing receipts, secure funds, reconciling receipts, and posting transactions to appropriate accounts.
- Perform other duties as assigned.

#### Jury Clerk:

Jury Clerks perform administrative and customer service duties to coordinate and prepare qualified jurors for jury selection in accordance with established internal controls, procedures, and rules. Employees in this role help ensure the efficient and fair administration of jury selection, qualification, summoning, orientation, management, and payment processes. Representative duties include, but are not limited to:

- Prepare and mail juror questionnaires and related materials.
- Process and respond to juror mail, email, and telephone inquiries in a timely and professional manner.
- Review and process juror questionnaires and other related documents.
- Process and respond to requests for deferrals and excuses.
- Schedule and prepare for jury selections.
- Conduct juror check-in and provide juror orientation.
- Assist and support jurors throughout their service.
- Operate the Court's Juror Management System (JMS) and the eJuror component.
- Maintain and update the Automated Jury Information System (AJIS).
- Maintain an accurate inventory of jury supplies.
- Communicate verbally and in writing with judges, court staff, the U.S. Attorney's Office, jurors, and other parties to support efficient jury operations.
- Perform other duties as assigned.

### QUALIFICATION REQUIREMENTS:

The ideal candidate will possess excellent communication, research, writing, and interpersonal skills, with the ability to work collaboratively and quickly learn new technologies. The incumbent must be able to multitask effectively, demonstrate strong self-motivation, take initiative, and maintain confidentiality at all times.

CL 23: High school graduation or equivalent and two years of general experience is required.*
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CL 24: One year of specialized experience equivalent to work at the CL-23 level is required.
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#### General Experience:

Progressively responsible clerical, office, or other work that demonstrates the ability to acquire the knowledge and skills necessary to perform the duties of the position.

#### \*Educational Substitution:

Education beyond the high school level may be substituted for the required general experience at the rate of one academic year (30 semester or 45 quarter hours) for one year of general experience.

Note: Education cannot be substituted for specialized experience, as operational court support positions require hands-on experience to qualify as specialized experience.

Preferred Qualifications:

- Bachelor's degree in a related field from an accredited college or university.
- Experience with criminal and civil case management processes.
- Progressively responsible clerical or administrative experience requiring the regular application of established procedures and demonstrating the ability to interpret and apply rules, regulations, directives, or laws. This experience should include the routine use of specialized terminology and automated systems for word processing, data entry, or report generation. Such experience is typically gained in environments such as law firms, legal offices, banking or credit institutions, educational organizations, social service agencies, insurance companies, real estate or title offices, corporate offices, or human resources/payroll operations.
- Proficiency with Electronic Case Filing (CM/ECF), Adobe Acrobat, Microsoft Word, Microsoft Excel, and Outlook.

**COMPENSATION AND BENEFITS:**

Compensation will be based on experience and qualifications in accordance with policies and guidelines of the Court Personnel System (CPS). The Court offers a competitive benefits package and is a qualifying employer for [Public Service Loan Forgiveness](#).

Employees are eligible for retirement plans, federal employee's group health insurance, life insurance, dental/vision insurance, and flexible benefits programs. For more information on federal court benefits, please visit: <https://www.uscourts.gov/careers/benefits>.

**CONDITIONS OF EMPLOYMENT:**

Applicants must be United States citizens or otherwise authorized to work in the United States. Employees are required to adhere to the [Conduct of Conduct for Judicial Employees](#). Employment with the United States District Court is on an Excepted Service basis, meaning appointments are at-will and may be terminated at any time, with or without cause. Employees must participate in the Electronic Funds Transfer (EFT) system for payroll deposits.

This position is classified as a sensitive role within the federal judiciary. The selected candidate will undergo an FBI fingerprint background check as a condition of employment and may be subject to periodic updates. Employment is provisional until the completion of the background check and a favorable suitability determination. Unsatisfactory results may result in termination.

**APPLICATION PROCEDURES:**

Qualified applicants must submit a **single PDF document** containing the following to [alsd\\_hr@alsd.uscourts.gov](mailto:alsd_hr@alsd.uscourts.gov).

- 1) A letter of interest explaining how your experience aligns with the requirements of the position.
- 2) A resume outlining all relevant experience, education, and skills.
- 3) A completed Application for Judicial Branch Employment (Form AO 78), available on the Court's website: [www.alsd.uscourts.gov](http://www.alsd.uscourts.gov)

Applications that are incomplete will be disqualified for consideration. Only applicants selected for further consideration will be contacted; those not selected will not receive notification. Applicants are asked not to contact the Court to check on the status of your application. The U.S. District Court reserves the right to modify or withdraw this job announcement at any time without prior notice.

**The United States District Court is an Equal Employment Opportunity Employer.**