



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

**VACANCY ANNOUNCEMENT 26-02
INTAKE CLERK**

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

Position:	Intake Clerk
Salary Range:	CL 24 (\$44,701 – \$72,654)
Opening Date:	February 23, 2026
Closing Date:	Open Until Filled

Salary determined by qualifications and experience. Promotional potential to next Classification Level (CL) 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:

An excellent opportunity in public service is available with the U.S. District Court for the Southern District of Alabama. The Intake Clerk performs a variety of administrative and customer service functions in support of court operations. This position is responsible for maintaining and processing case information during the initial filing of documents; assisting with records management, reproduction services, and case initiation; and receiving and reviewing incoming court documents to ensure conformity with federal and local rules. The Intake Clerk also provides customer service by offering procedural information to the public, attorneys, and court staff, collecting court fees, and performing related duties as assigned.

DUTIES AND RESPONSIBILITIES:

- Assist in the receipt and review of incoming documents to determine conformity with appropriate rules, practices, and/or court requirements. Route documents to proper offices and/or staff after acceptance.
- Sort, classify, scan and file case records. Maintain the integrity of the filing system by monitoring proper access to records and by filing documents accurately and in a timely manner. Retrieve files and make copies of records for court personnel, attorneys, and others. Ensure data quality and confidentiality.
- Assist in the collection of appropriate fees, assign case numbers, and randomly assign judges to cases. Receive payments and issue receipts. Secure funds in cash register. Reconcile receipts and post to the appropriate fund/case account.
- Answer and route incoming calls. Provide information to a wide variety of people within and outside the court. Assist in entering certain types of documents and proceedings on the docket.

- Provide assistance in the operations department and other areas as needed. Assist with special projects as needed.
- Operate various office equipment and perform clerical tasks, including processing mail, filing documents, and making photocopying. Some lifting may be required.
- Perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

General Experience: Progressively responsible in clerical, administrative, or related work that demonstrates the ability to acquire and apply the knowledge and skills required to effectively perform the duties of the role. High School diploma is required. However, education beyond the high school level may be substituted for required general experience on the basis that one academic year (30 semester hours or 45 quarter hours) is equivalent to one year of general experience.

Required Skills: The successful candidate will have experience working in a technology-focused environment and using electronic systems and tools to complete assigned duties. The individual must be reliable, highly organized, and possess strong written and verbal communication skills, as well as effective interpersonal abilities. This position requires the ability to work collaboratively in a team environment to deliver professional customer service, handle multiple responsibilities at once, exercise sound judgment, maintain confidentiality, and consistently demonstrate a professional demeanor.

Preferred: Preference will be extended to candidates who have prior experience in a legal or court environment, knowledge of legal terminology and federal court procedures, experience with the Judiciary's electronic case filing system (CM/ECF), and a four year college degree.

COMPENSATION AND BENEFITS:

Compensation will be determined based on the candidate's experience and qualifications, consistent with the policies and guidelines of the Court Personnel System (CPS). If selected at a level below the highest classification, the employee may be eligible for promotion to the next level without additional competition, contingent upon satisfactory performance and available funding.

The Court offers a competitive benefits package and is a qualifies as an eligible employer under the [Public Service Loan Forgiveness \(PSLF\)](#) program.

Employees are eligible to participate in the retirement program, the Federal Employee's Group Health (FEHB) program, life insurance, dental and vision coverage, and flexible benefits options. Additional details about federal court benefits can be found at: <https://www.uscourts.gov/careers/benefits>.

CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. citizens or eligible to work in the United States. (See [Citizenship Requirements for Employment in the Judiciary](#) for additional information.) Judiciary employees serve under excepted appointments. Judiciary employees are considered "at will" and are not covered by federal civil service classifications or regulations.

This position is subject to mandatory electronic funds transfer (direct deposit) of payment of federal wages. Appointment is provisional and contingent upon successful completion of an FBI background check. The U.S. Courts require employees to adhere to the [Code of Conduct for Judicial Employees](#).

APPLICATION PROCEDURES:

Qualified applicants must submit a **single PDF document** containing the following materials to alsd_hr@alsd.uscourts.gov.

- 1) A letter of interest explaining how your experience aligns with the requirements of the position.
- 2) A current 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 at: www.alsd.uscourts.gov.

Applications that are incomplete will not be considered. Only applicants selected for further consideration will be contacted. Applicants will not receive notification if they are not selected. Please do not contact the Court to inquire about 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.