



# UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND

**POSITION:** Case Administrator

**APPOINTMENT:** Permanent Full-time

**LOCATION/DUTY STATION:** Greenbelt Maryland

Travel to the alternate division for training or  
for coverage when needed

**OPENING DATE:** January 14, 2026

**CLOSING DATE:** Open Until Filled with  
first preference given to applications  
received by January 28, 2026. Applications  
will be reviewed on a rolling basis

**SALARY:** CL 24 (\$51,146 - \$83,131) Two years of general experience\* or college degree plus  
one year of specialized experience\* required

CL 25 (\$56,478- \$91,839) Two years of general experience\*\* or college degree plus  
two years of specialized experience\*\* required

This is a career ladder position, and grade increases are possible without further  
competition per the requirements within the court's career ladder plan.

Promotion potential up to the CL 26 (\$62,212 - \$101,109) with additional responsibilities

The Clerk of the United States District Court for the District of Maryland is seeking qualified applicants for the position of Case Administrator. Qualified candidates will be highly motivated, very organized, and able to work independently and as part of a team. This position would cover work in both divisional courthouses and travel between the two locations would be required as necessary.

## DUTIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Answers inquiries from attorneys, chambers and related agencies about the Case Management/ Electronic Case Filing (CM/ECF) system. Provide assistance as needed.
- Receives, reviews, and routes incoming documents. Scans and converts documents as needed into imaged files. Processes document and record requests, including document reproduction, preparation, and certification.
- Perform quality control on entries submitted in CM/ECF for compliance with the court's filing policies and procedures.
- Make summary entries and assure the quality of all documents and proceedings entered on the automated docket. Assist in case management by ensuring that all automated entries are appropriately linked and routed. Prepare and transmit to appropriate parties such items as: notices, judgments, orders.
- Open cases upon receipt of initiating documents, such as complaints, or petitions.
- Close cases upon receipt of terminating documents, such as judgments and closing orders.
- Informs customers of required fees, receives payments and issues receipts. Ensures the collection and receipt of appropriate fees. Secures funds in cash register and balances cash drawer at end of the day.
- Provides relief coverage for the court intake reception area, including greeting members of the public; answering and routing telephone calls; and answering telephone and in-person inquiries from the public, members of the bar, and other court-related agencies on case status, court procedures and filing processes.
- Other duties as assigned.

## QUALIFICATIONS AND REQUIREMENTS:

- High school graduate, or equivalent, required plus two years general experience. Education above high school may be substituted based on one academic year being equal to one year of general experience.
- Excellent computer, verbal and written communications, organizational and interpersonal skills.
- Familiarity with electronic case filing and court system desirable. Court or legal experience and college education preferred.
- Accuracy and attention to detail essential.
- Strong typing skills, customer service experience and team orientation required.
- Some lifting of records is required.

## **FEDERAL BENEFITS:**

- Health, dental, vision, life, and long-term care insurance programs available.
- Flexible spending accounts for health and dependent care available.
- Vacation/annual leave (13-26 days increasing with years of service), sick leave (13 days per year) and paid holidays (11 days).
- Paid parental leave (12 weeks) for the birth or adoption of a child after one year of employment.
- Telework possibilities after successful training and probationary period.
- Retirement (FERS - Federal Employees Retirement Program) with employer and employee contributions as well as matching contributions in the Thrift Savings Plan (TSP) 401K style plan.
- The U.S. District Court is a qualifying employer for possible Public Service Loan Forgiveness.
- Additional information about the federal judiciary's benefits can be found at [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits)

## **HOW TO APPLY:**

Submit a cover letter stating the reasons for your interest in the position, a resume, and a completed [AO-78](#) Application for Federal Employment **as a single PDF document** to: [jobs@mdd.uscourts.gov](mailto:jobs@mdd.uscourts.gov)

Include the job title for which you are applying in the subject header of the email.

**\*\*To ensure consideration, complete application packets must be received no later than 5:00 p.m. on January 28, 2026.**

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**General experience** is progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position. Education above high school may be substituted for general experience.

**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.

- Due to the volume of applications received, the court will only communicate with those individuals invited for an interview.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.
- In the event a position becomes vacant in either division or in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

## **CONDITIONS OF EMPLOYMENT:**

- Applicants must be a United States citizen or national or a permanent resident who is seeking citizenship in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment.
- This is a sensitive position within the Federal Judiciary. The selected candidate will be hired provisionally, pending the successful completion of the required background investigation and favorable employment suitability determination.
- Selected applicant will be required to complete a one-year probationary period. Failure to successfully complete the probationary period may result in termination of employment.
- Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and employees are considered "at will" employees.
- Employees must adhere to the Code of Conduct of Judicial Employees which is available at: <https://www.uscourts.gov/administration-policies/judiciary-policies/ethics-policies/code-conduct-judicial-employees>
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.