

UNITED STATES DISTRICT COURT
Middle District of Georgia
www.gamd.uscourts.gov

VACANCY ANNOUNCEMENT

Position Title: CASE ADMINISTRATOR
Vacancy No: 2026-04
No. of Vacancies: 1 (Full-Time Permanent)
Location: Macon, Georgia
Opening Date: March 30, 2026
Closing Date: April 30, 2026, no later than 5:00 PM EST, or until position is filled with preference given to applications received by 5:00 PM EST on April 30, 2026
Salary Range: CL 23 (\$40,346 - \$65,631)
CL 24 (\$44,701 - \$72,654)
CL 25 (\$49,361 - \$80,265)
Based upon qualifications and experience, promotion potential within the CL 23/25 range without further recruitment.

The Clerk's Office of the United States District Court for the Middle District of Georgia, Macon Division, is accepting applications for a full-time permanent Case Administrator. Occasional travel may be required.

Position Overview:

Case administrators perform various functions and are 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. Case Administrators serve as records and reproduction clerks. They receive and review incoming court documents for conformity with rules, prepare cases for closing and record keeping purposes, and perform customer service and some financial duties. Employees at this level may also prepare cases for closing and/or transmission to the Eleventh Circuit Court of Appeals by ensuring that all necessary orders are entered, and proceedings are completed accurately.

Typical Qualifications:

The individual selected for this position will be required to perform various duties and responsibilities which include, but are not limited to the following:

- Maintain all aspects of electronic docket keeping, including opening of new cases, entering all records on the docket, and closing of all cases;
- Quality assure all docket entries made by attorneys, courtroom deputies, finance and chambers staff and make appropriate changes, corrective entries, etc.;
- Monitor case activity, deadlines and status;
- Prepare and transmit notices and judgments;
- Timely notify all parties of entries and case statuses;

CASE ADMINISTRATOR

- Perform customer service duties to include receipt and processing of payments, answer and route incoming calls;
- Retrieval of case records;
- Assist with jury trials and jury wheel revision;
- other duties as assigned or required to ensure the smooth and efficient operation of the Court

Minimum Qualifications:

High school graduate or equivalent and a minimum of two years of general experience. One year of specialized experience equivalent to work at higher grade may be considered for pay setting beyond the Classification Level (CL) 23.

General experience includes progressively responsible clerical duties such as receptionist or customer service responsibilities.

Specialized experience is progressively responsible clerical experience requiring the regular and recurring applications of clerical procedures, including, but not limited to: keyboard skills; demonstrated ability to comprehend and apply a body of rules and regulations, laws or directives; proficiency with Microsoft Office products and other computer skills; record maintenance; and review of documents to determine conformity with regulations and requirements. Such experience is commonly encountered in law firms, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate settings.

Court Preferred Qualifications:

- Prior court and/or legal experience;
- Exceptional customer service skills with direct customer service experience involving significant public contact and personal interaction;
- Ability to prioritize and complete multiple tasks in a timely manner while ensuring attention to detail.

Supplemental Information:

Notice to Applicants:

The United States District Court is an **Equal Opportunity Employer**. Employees of the United States District Court are required to adhere to a Code of Conduct, copies of which are available upon request. The United States District Court is part of the Judicial Branch of the United States Government. Employees of the United States District Court are Excepted Service Appointments. Excepted Service Appointments are considered AT WILL employees and can be terminated at any time with or without cause. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The court will not pay for any interview or relocation expenses. Applicants must be United States Citizens or eligible to work in the United States. All new selectees are subject to a background check or investigation and subsequent favorable suitability determination. Selectees to high-sensitive positions are subject to updated background investigations every five years.

CASE ADMINISTRATOR

The United States District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time before the closing, any of which actions may occur without any prior written or other notice.

How to Apply:

Qualified applicants must email the following to jobs@gamd.uscourts.gov:

1. Cover letter
2. Resume
3. Completed Application for Judicial Branch Federal Employment (AO78) to which is available at <http://www.uscourts.gov/forms/AO078.pdf>

Employee Benefits:

The United States District Court is part of the Judicial Branch of the United States Government. Court employees are entitled to the same benefits as other federal employees. These benefits include:

- 11 paid holidays per year;
- Paid annual leave in the amount of 13 days per year for the first three years of employment; 20 days after three years; and 26 days after fifteen years of federal service;
- Paid sick leave in the amount of 13 days per year;
- Health, Life, Dental and Vision benefits;
- Mandatory participation in the Federal Employees Retirement Program and Social Security Retirement Program;
- Thrift Savings Plan (TSP) participation with up to 5% employer matching contributions;
- Optional Flexible Benefits Programs;
- Optional participation in the Judiciary's Long Term Care Insurance Program.

For more information on benefits, see <http://uscourts.gov/careers/benefits>.