



## VACANCY ANNOUNCEMENT

### UNITED STATES DISTRICT COURT WESTERN DISTRICT OF PENNSYLVANIA

Address: Joseph F. Weis Jr. Courthouse  
700 Grant Street, Suite 3110  
Pittsburgh, PA 15219

Website: [www.pawd.uscourts.gov](http://www.pawd.uscourts.gov)

---

<b>Position:</b>	<b>Case Administrator/Relief Courtroom Deputy</b>
<b>Vacancy:</b>	<b>26-04</b>
<b>Position Location:</b>	<b>Pittsburgh, Pennsylvania</b>
<b>Anticipated</b>	<b>CL 26, \$56,216-\$91,363</b>
<b>Starting Salary:</b>	(depending on qualifications)
<b>Application</b>	<b>Open until filled. Preference will be given to those applications</b>
<b>Deadline:</b>	<b>received by June 15, 2026</b>

---

#### Overview

Case Administrators and Courtroom Deputies serve as key public-facing representatives of the court and help support efficient court operations. Case Administrators manage civil and criminal cases from opening to final disposition, review documents for compliance with federal and local rules, and ensure cases are ready for closing. Courtroom Deputies assist judges with courtroom proceedings and caseload management. Together, these roles help create positive public impressions of the federal courts. [Click here](#) to view a brief video about Case Administrators. [Click here](#) to view a brief video about Courtroom Deputy professionals working in the Courts.

#### Representative Duties

- Attend and assist with the orderly flow of court proceedings; set up/troubleshoot courtroom technology. Assure presence of all necessary parties, manage exhibits, and prepare minutes.
- Assist with courtroom functions such as calendaring.
- Review cases or reports for necessary action.
- Keep judge and staff informed of case progress.
- Assist in jury selection and maintain jury selection and attendance records.
- Serve as liaison between the Clerk's office, bar, public, and Court.
- Schedule court reporters and interpreters; process transcripts; arrange for transcriptions; answer questions from parties and the public regarding obtaining transcripts.
- Draft orders and judgments. Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems.
- Assist in the accurate statistical reporting requirements of the Administrative Office.
- Review the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings.
- Check for prior or prohibited filing. Verify attorney's authority to practice. Monitor for release of exhibits and sealed documents.
- Create and process new case files, assign case numbers, open cases and docket initial events, perform quality control on docket entries.

- File and maintain case records. Retrieve files and make copies of records for parties. Certify court documents.
- Efficiently manage district court cases from opening to closing.
- Assist attorneys and the public by telephone and in-person providing information regarding case status, archive information, and CM/ECF instruction.
- Screen incoming documents to determine conformity with appropriate rules, practices, and court requirements.
- Provide case administration support to the Alternative Dispute Resolution program and Pro Bono program.
- Aid employees performing case administration duties.
- Perform other duties as assigned.

### **Qualification Requirements**

- High school diploma or equivalent, two years of general experience and a minimum of one year of specialized experience.
- Ability to work independently and as part of a team with minimal supervision.
- Strong organizational skills, able to handle multiple tasks in a fast-paced environment.
- Effective oral and written communication.
- Skilled in customer service, resolving issues while following regulations.
- Professional demeanor, with good judgment and initiative.
- Proficient in various computer programs and applications.
- Able to prioritize tasks and meet deadlines with attention to detail.
- Maintains confidentiality, professionalism, and ethical standards.
- Courteous, cooperative, and professional attitude.

### **General Experience**

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 position's duties.

### **Educational Substitution**

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

Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

### **Specialized Experience**

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, corporate headquarters or human resources/payroll operations and the hospitality industry.

## **Preferred Qualifications/Court Preferred Skills**

- Bachelor's degree or above from an accredited college or university.
- Experience in a federal or state court system or other business or legal field.

## **Benefits**

Employees are eligible for a full range of benefits to include retirement, health and life insurance, flexible benefits, paid holidays, and annual and sick leave accrual. [Click here](#) for additional information.

## **Telework**

This position requires work to be performed in the office. Telework may be permitted after six months on a limited basis.

## **Conditions of Employment**

- Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship.
- 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) for payment of federal wages.
- The U.S. Courts require employees to adhere to the [Code of Conduct](#).

## **Background Investigation**

This position is classified as a sensitive position which requires the selected candidate to submit to a background clearance, which will include a criminal history, credit and FBI fingerprint check as a condition of employment and may be subject to periodic updates. The selected candidate will be hired provisionally pending the successful completion of the required background check and favorable employment suitability determination. A negative finding from the background check may result in termination of employment.

## **Applicant Information**

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 may occur without prior written or other notice. In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the Court may select an appointee from the candidates who responded to the initial announcement without re-posting the vacancy. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

## **How to Apply**

Apply only through the court's online application tracking system which is accessed at the Employment Section (Court Info) of the Western District of Pennsylvania website: [Click here](#)

Please submit the following:

- Cover Letter
- Resume
- Completed Application for Judicial Branch Federal Employment, AO78, which can be downloaded when applying or [Click here](#).

Applicants will receive an email confirmation upon receipt. Incomplete applications may not be considered. Only candidates selected for testing and interview will be notified and must travel at their own expense. Relocation expenses will not be reimbursed.

**District Overview**

The District's jurisdiction encompasses the 25 western counties of Pennsylvania, with courthouses located in Erie, Johnstown and Pittsburgh. The District is comprised of United States District Judges, United States Senior District Judges, United States Magistrate Judges and approximately 165 employees.

*The United States District Court, Western District of Pennsylvania, is an Equal Opportunity Employer and values diversity in the workplace.*