

**Vacancy Announcement
United States District Court
Western District of Missouri**



Position	Courtroom Deputy to U.S. District Judge, Hon. Megan Blair Benton
Position Number	CRDSP-082426
Location	Springfield, Missouri
Salary	CL 27 (\$59,732 - \$97,098)
Opening Date	August 24, 2026
Application Closing Date	September 18, 2026

Court Overview

The Western District of Missouri has approximately 285 employees (judges and staff) and is a fully consolidated court which includes the District and Bankruptcy Courts and Probation and Pretrial Services Office. The Western District is divided into five divisions: Western (Kansas City), Central (Jefferson City), Southern (Springfield), Southwestern (Joplin), and the St. Joseph division. The primary office is in Kansas City with two divisional offices located in Jefferson City and Springfield. Applicants are encouraged to visit www.mow.uscourts.gov for additional information about the court.

Primary Duties

The CRD will perform the following duties, as well as others as assigned by the Divisional Manager or as requested by the Judge:

- Make entries of all documents, orders, minutes, notices, and proceedings on the docket. Transmit notices, judgments, and orders to appropriate parties.
- Manage the judge's caseload by calendaring and regulating case movement; monitoring filing of pertinent documents and timely responses to judicial orders; scheduling hearings, trials and conferences by setting dates and times.
- Assist with the docketing of cases as necessary and keep the Judge and chambers staff informed of case progress.
- Review information relating to pending cases to ensure that all records and reference materials are available for use by the judge and counsel.
- Coordinate appearances of custodial parties. Schedule and attend court proceedings.
- Assist the Judge and parties in jury selection and maintain records of jury selection and attendance.
- Review information related to pending cases to ensure that all records and reference materials are available for use by the Judge and counsel.
- Assist with preparation for and the orderly flow of court proceedings by setting up the courtroom, troubleshoot the evidence presentation system, arrange for any necessary equipment, assure presence of all necessary participants, and manage exhibits.
- Schedule interpreters and process transcripts.
- Draft judgments, orders, and J&Cs for the Judge's approval.
- Assist in the accurate statistical reporting requirements of the Administrative Office.
- Serve as the primary source of information on scheduling conferences, hearings, trials, and other case processes; responsible for maintaining accurate and timely communications on case status between chambers and the Clerk's Office.

- Prepare travel authorizations and travel vouchers as directed.
- Travel to other offices/courthouses for court hearings as needed.

Qualifications

The successful candidate must have the following:

- Excellent interpersonal skills and the ability to communicate both verbally and in writing and to maintain confidentiality.
- Good judgment and the ability to organize work to meet deadlines and complete multiple tasks in a timely manner.
- The ability to work independently and as part of a team in support of the Court's overall mission.
- Knowledge and understanding of the policies and procedures of the Court, including the practices and preferences of individual judges.
- Knowledge of or experience with Clerk's Office procedures relating to case management and processing.
- Skill in communicating and working with judges, chamber's staff and attorneys during the process of scheduling events and managing courtroom logistics.
- Ability to take notes and summarize material for minute entries/judgments in a distracting setting.
- Knowledge of and skill in the use of applicable automated systems, including electronic recording, CEO, CM/ECF and Microsoft Office applications.
- Knowledge of federal and local rules.
- Knowledge of legal terminology and documents.
- A bachelor's degree is preferred but not required.
- Experience working for a District Judge is preferred but not required.
- Participation in or completion of the Federal Court Leadership Development Program (FCLDP) preferred but not required.

Conditions of Employment

Applicants who are non-United States citizens must meet the [judiciary requirements](#) for federal employment.

Only qualified applicants will be considered for this position. As a condition of employment, the selected candidate must undergo an FBI background investigation. Employment will be considered provisional until the FBI background check is completed. This position is subject to mandatory electronic funds transfer (direct deposit) of pay.

Additionally, employees must adhere to all Judicial Conference regulations, must follow the policies outlined in the *Guide to Judiciary Policy*, and are bound by the ethical standards established by the Chief Judge and the [Code of Conduct for Judicial Employees](#). Successful employment with the U.S. Courts is based on acceptable performance and is an at-will employment arrangement.

Employee Benefits

The following benefits are available for this position:

- 11 paid holidays each calendar year
- Annual Leave Accrual
 - 13 days of paid annual leave (for each of the first three years of federal service)
 - 20 days of paid annual leave (after three years of federal service)
 - 26 days of paid annual leave (15 or more years of federal service)
- Sick Leave Accrual
 - 13 days of paid sick leave (unlimited accumulation from year-to-year)
- Up to 12 weeks Paid Parental Leave for eligible employees
- Choice of insurance coverages: Health, Dental, Vision, and Life
- Flexible Spending Accounts for Healthcare and Dependent-Care reimbursement
- Federal Employees' Retirement System (FERS government pension)
- Thrift Savings Plan (tax-deferred savings plan with up to 5% employer matching contributions)
- Employee Assistance Program (EAP)
- Access to National Judiciary Training programs
- Student Loan Forgiveness through the Public Service Loan Forgiveness (PLSF)
- Optional Long-Term Care and Long-Term Disability insurance coverage
- Free on-site parking

Application Procedure

To apply for this position, qualified applicants must submit each of the following to be considered for an interview:

- Detailed cover letter
- Current resume
- Contact information for three "professional" references to include phone number and email address
- Completed AO78 – [Federal Judicial Branch Application for Employment Form](#)

Submit application materials in a single PDF document to: kathy_popejoy@mow.uscourts.gov

Miscellaneous Information

Only qualified applicants who submit all the required documents listed above will be considered for this position. Only those candidates selected for an interview will be contacted. If you are not notified, another applicant was selected. The court is not authorized to reimburse expenses to travel for interviews or for relocation. The Western District of Missouri is an equal opportunity employer and values diversity in the workplace.

The court provides reasonable accommodations to applicants with disabilities. If you require a reasonable accommodation for any part of the application process, please notify Kathy Popejoy in the Human Resources Department. The decision on granting reasonable accommodation will be made on a case-by-case basis.

The Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time prior to the closing date, any of which may occur without prior written notice.