



United States District Court Western District of Missouri

Position: Case Processing Specialist
Location: Kansas City, Missouri
Vacancy #: DK030325
Salary Range: CL 25 (\$49,688 - \$80,739)
Opening Date: March 3, 2025
Closing Date: Open until filled

Overview:

The Case Processing Specialist position is located in the Clerk's Office of the District Court. The incumbent will be involved in the processing of cases from opening to final disposition. The person holding this position will be located in the Kansas City, Missouri office and will report directly to the Operations Manager. The Western District is a fully consolidated court (Bankruptcy, District, Probation and Pretrial) comprised of three divisional offices and approximately 275 total employees. Employees from other Districts that are willing to relocate are welcome to apply, and all applicants should visit www.mow.uscourts.gov for general information about the Western District of Missouri (WDMO).

Primary Duties:

Case Processing: receives, reviews, files documents, and when appropriate advises chambers staff as to problems with compliance; routes documents to proper offices/persons after acceptance; reviews civil and miscellaneous cases upon opening by attorneys (complaints/petitions); answers incoming calls providing information to public and within the court, including searches, and answers correspondence; covers intake when the intake clerk is on leave; collects/reconciles fees from customers at the counter as well as extensive receipt processing for the entire district.

Docketing: opens criminal cases upon receipt of initiating documents; reviews incoming documents for conformity with appropriate rules or court requirements, enters summaries of documents and proceedings on the docket, performs quality control on documents entered in CM/ECF, and closes cases; scan and docket documents received by mail or EDSS.

Qualifications:

- strong oral communication skills, the ability to communicate clearly to individuals within and outside the court unit, and answer procedural questions without providing legal advice;
- attention to detail;
- proficiency in Windows Operating Systems, all Windows Office applications;
- CM/ECF experience;
- strong organizational skills and ability to apply a body of rules, regulations or laws;
- must be a high school graduate (Associates or Bachelor's degree is preferred);
- 2-5 years direct experience dealing with the public (customer service);
- possess at least 2 years legal or related clerical experience which required the

- application of procedures involving the use of legal terminology;
- knowledge of the Federal Rules of Civil, Criminal, and Appellate Procedure is preferred;
- regular and reliable attendance is required.

Conditions of Employment

Selectee must pass a background check and be a United States citizen or meet Appropriations Act citizenship requirements for federal employment. (For non-U.S. citizens, please visit:

https://help.usajobs.gov/index.php/Employment_of_Non-citizens

Court employees must adhere to all Judicial Conference regulations, must follow the policies outlined in the Guide to Judicial Policy, and are bound by the ethical standards established by the Chief Judge and the Code of Conduct for Judicial Employees. The United States District and Bankruptcy Courts and Probation and Pretrial Services Office are part of the federal judiciary.

Benefits

The following benefits are available for this position:

- 11 Paid Holidays each calendar year
- Annual and Sick Leave
- Insurance Plans: Health, Dental, Vision, Life, Long-Term Care, Long-Term Disability and Flexible Spending Accounts
- Thrift Savings Plan (401k) (with up to 5% employer matching contributions)

Application Procedure

Qualified applicants **must submit all the following documents** or they will not be considered:

- A cover letter;
- Your detailed resume;
- Completed AO-78 Application for Judicial Branch Federal Employment ([Application for Judicial Branch Federal Employment](#)); and
- Contact information for three professional references

Materials should be submitted to:

Michele Nelson, WDMO
Email: Michele_Nelson@mow.uscourts.gov