



Vacancy Announcement United States District Court Western District of Missouri

Position:	Case Administration Team Leader
Position Number:	DK0872026
Location:	Kansas City, Missouri
Starting Grade/Range:	CL 26 (\$55,259 - \$89,808)
Opening Date:	08/07/2026
Closing Date:	08/28/2026

Overview of Position

The Case Administration Team Leader is located in the District Court Clerk's Office for the Western District of Missouri (WDMO) in Kansas City, Missouri, and reports directly to the District Operations Manager. The incumbent oversees cases from opening to final disposition while providing day-to-day administrative and technical supervision to a team of case processing clerks. Responsibilities include managing employee relations, administering personnel matters, and ensuring the quality, quantity, and procedural accuracy of the team's work in adherence to court guidelines.

The Western District of Missouri is a fully consolidated court (Bankruptcy, District, Probation, and Pretrial) spanning three divisional offices with approximately 275 total employees. Relocation applicants from other districts are welcome to apply, and all candidates can find general district information at www.mow.uscourts.gov.

Primary Duties:

- **Case Administration & Docketing:** Receive, review, and file documents, ensuring strict conformity with court rules and requirements. Open criminal cases from initiating documents, review attorney-opened civil cases, enter summaries on the docket, perform thorough quality control in CM/ECF, and close cases. Scan and docket mail/EDSS documents, process public requests for electronic filing access, and monitor attorney admissions status.
- **Intake & Financial Operations:** Answer inquiries regarding case status, court procedures, and records searches for the public, chambers, and court staff. Provide backup intake coverage and manage counter operations, including collecting fees, reconciling transactions, and performing extensive receipt processing for the district.
- **Team Leadership & Leave Management:** Maintain a consistent supervisory presence by scheduling, assigning, and monitoring daily work to ensure timely completion. Review and approve leave requests, update the scheduled leave calendar, and maintain the case processing calendar to ensure sufficient daily office coverage. Step in as back-up coverage for staff or the Operations Manager when necessary.
- **Training & Performance Optimization:** Conduct regular quality control checks on the team's docketing and case administration work. Track statistical data on work quality and quantity to identify weaknesses, evaluate employee performance, and provide reports and feedback to management.

Additional Qualifications

- An associate or bachelor's degree is highly desirable. Equivalent specialized experience specifically in legal docketing and court case management—may be substituted for the educational requirement. Knowledge of legal and court terminology.
- High ethical standards and a positive, proactive attitude.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to organize and prioritize work to meet deadlines, maintain confidentiality, and interact tactfully with attorneys and individuals within the court.
- Proficiency in the use of computers and applicable software applications, particularly Microsoft Office applications and CM/ECF.
- Ability to multi-task, adapt and lead in a changing work environment.

Application Procedure

For consideration, qualified applicants must submit their application in a **single PDF document** containing a cover letter, detailed resume, Form AO-78, and three business references. **Applications that are not combined into a single PDF will not be considered.** Please send your PDF to:

Michele Nelson, Human Resources Administrator
Email: michele_nelson@mow.uscourts.gov