



Vacancy Announcement United States District Court Western District of Missouri

Position: Intake Clerk
Position Number: DK01826
Location: **Kansas City, MO**
Starting Grade/Range: CL 24 (\$45,430 - \$73,840)
Promotional Opportunity: CL 25 (\$50,166 - \$81,574)
Opening Date: January 8, 2026
Closing Date: Open until filled

Overview:

The Western District of Missouri (WDMO) is seeking an Intake Clerk to join our Clerk's Office. Reporting to the Case Processing Team Lead, the incumbent provides essential front-line support by initiating new cases, processing filings, and assisting the public with procedural inquiries. The WDMO is a fully consolidated court (including Bankruptcy, District, Probation, and Pretrial services) with approximately 275 employees across three divisional offices. We welcome applications from internal candidates within the Federal Judiciary and encourage all applicants to learn more at www.mow.uscourts.gov.

Primary Duties:

- Provide direct assistance to the public and attorneys via phone and in person. This includes answering questions about filing procedure, fees, court hearings, and other court related matters.
- Open cases upon receipt of initiating documents and ensure all filings conform to court rules. Notify chambers via email of new cases.
- Determines fees required and collect payments. Receive payments in cash and by credit card and issues receipts.
- Utilizes the Court's electronic filing system to open new cases and docket various court documents.
- Scan and docket documents received via mail or the Electronic Document Submission System (EDSS).
- Issues summons for complaints, writs of garnishment and other process to various parties pursuant to court orders. Issues warrants for arrest and summons in criminal cases.
- Performs other duties as assigned.

Qualifications:

- Education: High school diploma required; Associate's or Bachelor's degree preferred.
- Experience: 2–5 years of customer service experience in a professional office or public-facing setting, with a proven ability to maintain a professional demeanor and resolve conflicts under pressure.

- Technical Skills: Proficiency in Windows OS and MS Office.
- Core Competencies: Strong oral communication skills with the ability to provide procedural guidance without offering legal advice. Exceptional attention to detail, organizational skills, and a reliable record of attendance.

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](#)
- Contact information for three professional references

Materials should be submitted via email to:

Email: Michele_Nelson@mow.uscourts.gov