



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF WISCONSIN
OFFICE OF THE CLERK
MILWAUKEE DIVISION**

Vacancy Announcement#: 26-03

Court Services Clerk

CL-25 - \$51,621 - \$83,940 *

***Starting salary usually in the low to middle portion of the range, based on qualifications and experience**

Future promotional opportunity to CL-26 without further competition

Position may be eligible for hybrid work schedule once fully trained

Position open until filled; preference given to packets received by 03/18/2026

Position Overview

This position is located in the Milwaukee Clerk's Office of the U.S. District Court. Court Services Clerks perform a variety of support services for the court. They serve as an initial contact in the Clerk's Office for the general public, litigants, and attorneys, and, as such, perform customer service, cashier duties, and provide procedural information. Court Services Clerks are also responsible for receiving, reviewing, scanning, and filing documents, and maintaining files in compliance with federal and local rules and procedures.

Representative Duties

Assign case numbers, open cases in the case management system, and docket initial case opening events. Maintain timely and accurate filing of documents.

Retrieve files, scan documents, make copies of records, and certify documents.

Provide frontline customer service at the Clerk's Office counter. Answer and route calls and assist the public in the use of computerized databases. Provide basic procedural information to the public, the bar, and the court.

Review and scan incoming mail.

Inform customers of required fees, receive payments, and issue receipts. Secure funds in cash register, balance cash drawer at the end of the day, and process credit card payments for filed documents.

Receive and file incoming documents and assist with the maintenance of court files.

Assist with the scheduling of court reporters and interpreters for court proceedings.

Assist with Attorney Admission procedures.

Assist with juror check-in and orientation.

Perform case management duties, ensuring accuracy, timeliness, and quality of all documents and proceedings in the court's automated electronic filing system (CM/ECF).

Perform other duties as assigned.

Minimum Qualification Requirements

Requires a minimum of three (3) years of experience in progressively responsible administrative, technical or professional positions, preferably in a court or legal setting. Education may substitute for experience up to two (2) years. Proficiency with Microsoft Office applications. Advanced skill in written and oral communications, including the writing, editing, and proofreading of documents. Knowledge of, or willingness to learn, court rules, policies, and procedures.

Ability to maintain confidentiality and work with a variety of individuals and agencies. Skill in administrative matters--file maintenance, record keeping, and reporting. Bachelor's degree preferred.

The ideal applicant will possess the following: outstanding customer service skills, ability to prioritize, excellent communication skills (written and verbal), ability to always maintain a professional appearance and demeanor, ability to show initiative and accountability, flexibility, and willingness to work harmoniously with others in a team-based organization. The applicant must be able to work efficiently in a fast-paced atmosphere dealing with numerous and diverse legal issues.

Information for Applicant

Position will remain open until filled, with preference given to applications received by March 18, 2026. Only candidates selected for an interview will be contacted. Submit single PDF to: employment@wied.uscourts.gov including:

1. Cover letter,
2. Resume, and
3. Form AO 78, Federal Judicial Branch Application for Employment, available at: <https://www.uscourts.gov/forms-rules/forms/application-judicial-branch-federal-employment>

- Applicants must be U.S. citizen or eligible to work in the United States
- Federal benefits package
- Employees are required to use the Electronic Fund Transfer [EFT] for payroll deposit
- The selected candidate will be subject to a background check as a condition of employment
- Employees of the United States District Court are “at will” employees and are not included in the Government’s Civil Service Classification