



United States District Court for the Eastern District of Washington

VACANCY ANNOUNCEMENT 2025-9 Case Administrator II Richland, Washington

Make an impact in your community and build a meaningful career with the United States District Court for the Eastern District of Washington. We're looking for a motivated, detail-oriented Case Administrator to join our Richland team. If you enjoy problem-solving, helping others, and working in a collaborative environment, this is an opportunity to grow your skills while supporting the federal judiciary's mission of access to justice, fairness, integrity, and service.

Position: Case Administrator II

Salary: CL 25 – \$48,890–\$79,443 (depending on experience)

Schedule: Monday–Friday, 8:00 a.m.–5:00 p.m.

Location: Richland, Washington

Opening Date: December 9, 2025

Closing Date: Open until filled (priority given to applications received by December 26, 2025)

Position Summary - Why This Role Matters

As a Case Administrator, you'll be at the heart of federal court operations—managing federal civil and criminal cases, ensuring accurate records, and helping the public navigate the justice system. This position blends customer service, teamwork, and hands-on administrative work in a mission-driven environment.

Primary Duties - What You'll Do

You'll play a key role in managing both civil and criminal cases. Daily tasks include:

Case Administration & Court Record Management

- Review incoming filings to ensure they meet court rules.
- Open and close cases; enter documents and events in the electronic docket.
- Scan, docket, and protect confidential/sealed records.
- Prepare, verify, and issue summonses, warrants, and notices.
- Track required case steps and prepare case materials for appeals.
- Perform quality checks to ensure accuracy in case entries.

Public Service & Frontline Support

- Provide friendly, accurate assistance to attorneys, jurors, and the public—both in person and by phone.
- Help users navigate the court's electronic filing systems.
- Handle incoming/outgoing mail, fees, and payments (cash and electronic).
- Assist with juror check-in, orientation, and courtroom logistics.

Other Responsibilities

- Periodic travel to other court locations.
- General administrative and clerical duties as assigned.

Qualifications and Experience - What We're Looking For

Minimum Requirements:

High school graduation or equivalent, and at least **one year of specialized legal or administrative experience** (law office, court, bank, insurance, real estate, or similar environment). Experience should include customer interaction and use of specialized terminology, rules, or documents.

Ideal Skills & Traits:

- Strong interpersonal and communication skills
- Attention to detail and solid organizational abilities
- Professionalism and sound judgment
- Comfort with technology and electronic systems
- Dependability, adaptability, and a strong work ethic

Preferred (but not required):

- Additional years of specialized experience
- Knowledge and experience with federal court processes, CM/ECF, or local rules
- Prior civil and criminal case management, paralegal, or clerk's office experience
- Federal court Clerk's Office experience is highly valued

Benefits That Support You

Federal judiciary employees enjoy a robust benefits package, including:

- Eleven paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS-FRAE)
- Tax deferred retirement savings and investment plan under Thrift Savings Plan (TSP) with employer matching contributions
- Health benefits under the Federal Employees Health Benefit Program (FEHB)
- Dental and Vision benefits under the Federal Employees Dental and Vision Program (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FGLI)
- Flexible Benefits Program for Health Care Reimbursement and Dependent Care Reimbursement
- Flex Lite Scheduling Eligibility
- Telework opportunities
- Eligibility for Public Service Loan Forgiveness (PSLF)

Working With Us – Conditions of Employment

- Must be a U.S. citizen or eligible to work in the U.S.
- Position requires adherence to the **Code of Conduct for Judicial Employees**: [Code of Conduct for Judicial Employees](#)
- This is an *excepted service* position (at-will).
- Employment is contingent on a favorable **FBI fingerprint and background check**, which may include periodic updates.
- Employees must use direct deposit for payroll.

How to Apply

Submit **one PDF** containing:

1. A cover letter describing how your experience aligns with the role,
2. A resume detailing relevant experience, education, and skills, and
3. A completed **AO 78 (Application for Judicial Branch Federal Employment)**, available on the court's website (www.waed.uscourts.gov)

Send your complete application to: **hr@waed.uscourts.gov**

Incomplete applications may not be considered.

Applicants invited to interview must travel at their own expense. Reimbursement for travel and/or relocation is not available.

The U.S. District Court reserves the right to modify or withdraw this announcement at any time.

**Excellence in Court Administration, and Optimal Service to the Public, Court and Bar.
We are an Equal Employment Opportunity Employer.**