



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF PENNSYLVANIA**

www.paed.uscourts.gov

VACANCY ANNOUNCEMENT

POSITION TITLE: **Court Services Clerk**
(Full-Time, Permanent. Multiple positions may be filled)

VACANCY NUMBER: **26-04 (I/E)**

LOCATION: Philadelphia, Pennsylvania

SALARY RANGE: CL-26 (\$59,913 - \$97,372)
CL-27 (\$65,820 - \$106,993)
(salary commensurate with experience; if hired at CL-26, promotion to the next grade exists without further competition, based upon performance, budget, and discretion of the CUE)

POSTING DATE: April 30, 2026

CLOSING DATE: Open until filled (preference given to applications received by May 14, 2026).

POSITION OVERVIEW

The United States District Court for the Eastern District of Pennsylvania is seeking qualified applicants for position of **Court Services Clerk**. The Court Services Clerk performs general or specialized court and/or courtroom functions with administrative duties. Duties involve electronic court recording operator (ECRO), managing the judge's calendar, attending court proceedings, processing orders, entering civil and criminal judgments, examining civil pleadings assigned to the judge to determine if they conform with the judge's policies and procedures. Regulates the movement of civil and criminal cases by scheduling or rescheduling, when necessary, dates and times for hearings, conferences, and trials. Assisting the judge in preparing orders and memorandums. This job entails a high level of knowledge and complexity regarding court or courtroom operations. Includes full calendar responsibilities.

The following list of duties and responsibilities are considered entry level. As the incumbent's knowledge, skills, and abilities are developed, more complex duties and responsibilities will be assigned.

The position is in the Clerk's Office of the U.S. District Court in Philadelphia; occasional travel within the circuit may be required.

REPRESENTATIVE DUTIES

- Uses CM/ECF to run reports and docket notices and access case information.
- Manage judge's cases by calendaring, including setting and monitoring deadlines, monitor filing of relevant documents and timely responses to judicial orders.
- Calendar and regulate case movement.
- Serve as primary source of information on scheduling conferences, hearings, trials, and other case processes.
- Record court proceedings. Manage and organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems. Attend court sessions and conferences. Assist with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Take notes of proceedings, rulings, notices, and prepare minute entries for electronic filing.
- Keep judge and immediate staff informed of case progress. Assist the judge and parties in jury selection and maintain records of jury selection and attendance. Act as liaison among the clerk's office, the bar, and the public to ensure that cases proceed smoothly and efficiently.
- Schedule court reporters or perform ESR duties as necessary. Answer questions from parties and the public
- Schedule interpreters to criminal proceedings.
- Liaison among the U.S. Attorney's Office, marshal, defender's office, probation and pretrial services department.
- Inform jury clerk of upcoming trials, needs for jurors, etc. Draft orders and judgments for the judge's approval. Act as liaison with the jury clerk for the ordering and cancellation of juries.
- Assist in the accurate statistical reporting requirements of the Administrative Office.
- Performing case administration duties, and administrative tasks such as financial transactions.
- Accurate accounting of jury lunch/refreshment orders.
- Schedule and/or perform arraignments and initial appearances.

- Notes the appearance of counsel in matters before the court.
- Administers oaths to witnesses, jurors, and counsel.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Must be high school graduate or equivalent.
- For CL26: at least one year of specialized experience.
- For CL27: at least 2 years of specialized experience.
 - Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.
- Ability to understand and follow detailed instructions.
- Dependability, reliability, and good organizational skills are a must.

Bachelor's Degree preferred.

Work is performed in an office setting or a courtroom, and may occur at off-site meeting locations or temporary duty stations. Some lifting may be required to handle and setup equipment in the courtroom.

CONDITIONS OF EMPLOYMENT

Employees of the Court are excepted service appointments, considered "at-will" and can be terminated with or without cause. The selected candidate will be subject to a one-year probationary period, contingent upon satisfactory completion of training and overall performance in the position. All judiciary employees are required to adhere to the Judicial Code of Conduct. U.S. Citizenship required. The final candidate will be subject to a background check, which includes fingerprinting, and will be hired provisionally pending favorable suitability determination. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

BENEFITS

Employees of the United States District Court are entitled to federal benefits including health insurance, vision and dental insurance, life insurance, long-term care insurance, flexible spending accounts, retirement benefits, participation in Thrift Savings Plan (similar to a 401K plan), paid federal holidays, and paid annual and sick leave. To learn more about the Judiciary's benefits:

<https://www.uscourts.gov/careers/benefits>

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. Applicants scheduled for an interview should advise the HR staff if any accommodation will be necessary. Expenses associated with interviews or relocation will not be reimbursed. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool. All information provided by applicants is subject to verification and false statement or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

APPLICATION PROCESS

Qualified applicants must submit the following as a **single PDF document**: (1) letter of interest; (2) detailed resume; (3) list of at least three professional references with current contact information; (4) completed and signed *AO 78 Application for Judicial Branch Federal Employment*, and (5) completed and signed *AO 78B Race/Ethnicity, Gender & Disability Identification* (both found at [PAED - Vacancy Announcements](#)). **Application materials that are not merged into a single PDF document will be returned.**

Qualified EDPA (internal) employees need only submit a letter of interest and detailed resume in a single PDF document. Application materials that are not merged into a single PDF document will be returned.

Completed applications (in a **single PDF document**) should be forwarded to Human Resources at: paed_apply@paed.uscourts.gov with the subject line, **Court Services Clerk #26-04 I/E** and **will not be considered complete** unless all items have been received by Human Resources. Incomplete application packets will not be accepted for consideration.

**The Clerk's Office of the U.S. District Court for the Eastern District of Pennsylvania
is an Equal Opportunity Employer, and is committed to recruiting, developing, retaining, and promoting a diverse workforce.**