

**UNITED STATES DISTRICT COURT**  
Southern District of Indiana – Indianapolis Division  
Vacancy Announcement 25-15

**Position Title:**           **Court Services Deputy Clerk**

**Terms of Employment:**   Full-time, Excepted Service

**Classification Level:**     CL 25  
Depending on qualifications and experience

**Salary Range:**           \$49,345 - \$80,182

**Position Location:**       Office of the Clerk  
United States District Court  
46 East Ohio Street  
Indianapolis, Indiana

**Closing Date:**           1:00 p.m. EDT June 27, 2025, or until filled  
Candidates whose applications are received as of 1:00 EDT June 27, 2025, will be prioritized for consideration. Applications received after this deadline may be considered only if position remains unfilled.

The United States District Court for the Southern District of Indiana is accepting applications for a full-time Court Services Deputy Clerk. This position reports to the Operations Managers. Applicants should have excellent administrative and organizational skills, and the ability to communicate effectively. Successful candidates must be highly motivated and able to work as part of a team. This is a public facing position and professional dress and demeanor is required.

**REPRESENTATIVE DUTIES:**

- Incumbent shall receive and review incoming documents to determine conformity with federal court requirements.
- Provide front counter assistance to the general public and attorneys.
- Verify attorneys' authority to practice before the court.
- Collect appropriate fees and prepare receipts for same.
- Assure assignment of case numbers and random assignment of cases to judges.
- Open cases in the filing system.
- Retrieve files and make copies of records.
- Ship files to the appropriate Federal Records Center.
- Answer incoming phone calls.
- Provide assistance to the public with computerized database.
- Assist with attorney admissions.

- Process and scan mail.
- Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

To qualify for this position the applicant must be a high school graduate or equivalent, and must have at least two years of administrative office experience, preferably in the legal field, where they have been accustomed to dealing tactfully and courteously with the public. This latter requirement may be waived for candidates who are able to show significant educational activities or other experience equivalent to administrative, public-facing office experience. They must be detail-oriented, possess excellent computer and telephone skills, and have experience in the Windows operating environment, preferably with case management software. Dependability with a commitment to regular attendance and punctuality is a highly regarded characteristic. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, and foster high ethical standards.

### **APPLICATION INSTRUCTIONS:**

Submit an application packet that includes:

- A letter of interest describing your knowledge, skills, and abilities as they relate to the duties of this position;
- Résumé;
- [AO 78 Application for Judicial Branch Federal Employment](#) (linked here); and
- The names, addresses, and telephone numbers of three professional references.

Application packets should be sent via email as **one single** text-searchable PDF document to: [HRsubmit@insd.uscourts.gov](mailto:HRsubmit@insd.uscourts.gov) **no later than 1:00 pm eastern time, Friday, June 27, 2025**. The subject line should note the applicant's name and contain the words Court Services.

### **BENEFITS:**

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Part-time employees' benefits may be pro-rated based on coverage and/or cost-sharing of premium. Some of the available benefits are:

- Participation in the federal health, dental and vision programs of the employee's choice
- Participation in the Federal Employees Retirement System (FERS), including the Thrift Savings Plan – similar to a 401(k)
- Participation in a group life insurance program
- Participation in a group long-term disability insurance program.
- Participation in a long-term care insurance program
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis
- Credit for prior government service

- Paid annual and sick leave and applicable paid holidays per year.

Applicants must be United States citizens or eligible to work in the United States (*i.e.* permanent resident. Permanent residents must be willing to apply for United States citizenship within two years of hire). Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the United States District Court for the Southern District of Indiana. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written or other notice. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

*The Court is an Equal Opportunity Employer. This job is classified as a high-sensitive position due to fiduciary responsibilities. The selected candidate must successfully complete a ten year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The United States District Court is a smoke-free environment. Please note that federal judicial employees are governed by certain ethical guidelines that prohibit engaging in any political activities, whether partisan or nonpartisan.*