

UNITED STATES DISTRICT COURT
Southern District of Indiana - Indianapolis Division
Vacancy Announcement 26-07

Position Title: **Relief Courtroom Deputy Clerk/
Case Administrator**

Terms of Employment: Full-time, Excepted Service

Classification Level: CL 26/27*

Salary Range: \$54,878 - \$98,002

Position Location: Office of the Clerk
United States District Court
46 East Ohio Street
Indianapolis, IN 46204

Closing Date: March 2, 2026, or until filled.

The United States District Court for the Southern District of Indiana is accepting applications for a full-time Relief Courtroom Deputy Clerk/Case Administrator. The Relief Courtroom Deputy assists District and Magistrate Judges as a substitute courtroom deputy when a Judge's regularly assigned courtroom deputy is unavailable. This position reports to the Indianapolis Operations Manager.

REPRESENTATIVE DUTIES:

- Manage judge's caseload in the absence of the regularly assigned courtroom deputy.
- Keep judge and immediate staff informed of case progression. Act as liaison between the Clerk's Office, the bar, the public, and the judge.
- Set court hearings and send notices through ECF. Record court proceedings.
- Manage and organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems.
- Manage all court sessions when regularly assigned courtroom deputy is absent. Take notes contemporaneously of proceedings and draft minute entries and orders to file electronically. Assist in providing accurate statistical reports on court hearing times.
- Review cases and ECF reports for necessary actions.
- Docket orders, pleadings, judgments, and minutes as directed by local court policies.
- Review the quality of electronically filed documents, ensuring that all orders, hearing notices, and other entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings.
- Adapt to new and emerging courtroom technologies.

* The classification level and corresponding salary range is subject to change depending on the selected candidate's eligibility for classification as a CL 27.

- Make summary entries of all documents and proceedings on the docket.
- Receive and review incoming documents, both electronic and on paper, to determine accuracy, conformity with appropriate local and/or federal rules, practices and/or court requirements. Perform edits and/or corrections, and/or contact filers to request corrections, as directed.
- Interact professionally and cordially with judges, attorneys, litigants and the public.
- Provide accurate information regarding case status and court procedures to a wide variety of people inside and outside of the court.
- Operate a variety of copying, scanning, and records equipment.
- Sort, classify, and file case records. Maintain integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents.
- Perform data quality control and ensure accuracy of statistical data.
- Other duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

To qualify for this position the applicant must be a high school graduate or equivalent. A minimum of three years of progressively responsible legal experience is required. This is a fast-paced and challenging position that requires the incumbent to always maintain a professional demeanor and to possess strong organizational, analytical, oral, and written communication skills. The successful candidate must be knowledgeable in the use of legal terminology; able to apply a body of rules, regulations, directives, or laws (including case law); able to identify legal issues in court filings requiring the judge's attention; adept at managing litigation so that cases progress efficiently; and proficient in the use of electronic case filing. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, foster high ethical standards, and possess the ability to work independently and to collaborate effectively with other court staff.

Applicants must be detail-oriented, possess excellent problem-solving skills, and have the ability to work with multiple software applications in a fast-paced environment. Dependability, with a commitment to attendance and punctuality, is required. Applicants should have excellent administrative and organizational skills with the ability to effectively communicate both verbally and in writing. A professional appearance and demeanor is required, and applicants must be generally cordial, responsive, and helpful to others including litigants without counsel and family of litigants. The successful candidate should be public service oriented with the ability to create and maintain solid working relationships with other federal agencies. If selected, it is expected that applicants will be willing to adjust work hours to meet court schedules.

PREFERRED QUALIFICATIONS:

- Experience in the courtroom.
- Knowledge of NextGen ECF.
- Knowledge of federal and local rules, legal terminology, and legal documents.
- Knowledge of courtroom proceedings and applicable requirements.
- Understanding of implications of judge's orders and decisions.
- Ability to adapt and learn new technologies.

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 **no later than 4:00 pm eastern time, March 2, 2026**. The subject line must note the applicant's name, contain the words "Courtroom Deputy", and reference Relief.

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. 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 federal government service
- Paid annual and sick leave and applicable paid holidays per year, pro-rated for part-time employment
- Option for a flexible work schedule, including part-time telework

Applicants must be United States citizens or eligible to work in the United States (*i.e.* a 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 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. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The United States District Court is a smoke-free environment. Federal judicial employees are governed by certain ethical guidelines that prohibit engagement in any political activities, whether partisan or nonpartisan.