

**UNITED STATES DISTRICT COURT**  
Southern District of Indiana – Indianapolis/New Albany Division  
Vacancy Announcement 26-12

**Position Title:**           **Pro Se Case Administrator**

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

**Classification Level:**     CL 25/26  
Depending on qualifications and experience

**Salary Range:**             \$49,361 - \$88,366

**Position Location:**       Office of the Clerk  
United States District Court  
121 West Spring Street  
New Albany, Indiana; or

Office of the Clerk  
United States District Court  
46 E. Ohio Street  
Indianapolis, Indiana

**Closing Date:**             April 2, 2026, or until filled  
Multiple positions may be filled from this vacancy  
announcement

The United States District Court is currently accepting applications for a Pro Se Case Administrator in Indianapolis or New Albany, Indiana. The Pro Se Case Administrator assists the court by performing duties for the effective management and processing of civil cases filed by litigants who are representing themselves in court. The incumbent has responsibility for the orderly management and control of cases filed by prisoners proceeding pro se. Applicants should have excellent administrative and organizational skills with the ability to effectively communicate both verbally and in writing. Exemplary customer service skills, a friendly, helpful, and professional demeanor, and the ability to work as part of a team are imperative. Successful candidates will be highly motivated and exhibit excellent attention to detail.

**REPRESENTATIVE DUTIES:**

- Review daily docket entries for necessary actions, perform edits and corrective actions, generate and analyze quality control reports.
- Review incoming pro se mail and provide direction on docketing, as well as processing new pro se case filings.
- Docket mail and orders in CM/ECF.

- Provide front counter assistance to the general public and attorneys.
- Answer incoming phone calls.
- Inform customers of required fees, receive payments, and issue receipts.
- Secure funds in cash register, balance cash drawer at end of day.
- Provide assistance to public with computerized database.
- 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.
- 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.
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- Perform data quality control and ensure accuracy of statistical data.
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

To qualify for this position the applicant must be a high school graduate or equivalent.

For CL 25, a minimum of two years of specialized experience in a progressively responsible administrative, case management and/or database role, preferably in the legal field.

For CL 26, a minimum of three years of progressively responsible administrative, case management and/or database role, preferably in the federal courts.

This is a fast-paced and challenging position that requires the incumbent to present a professional demeanor at all times, 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); and be proficient in the use of electronic case filing. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, and foster high ethical standards. *Experience in a court setting or law practice is desirable.*

**PREFERRED QUALIFICATIONS:**

- Knowledge of NextGen ECF.
- Knowledge of federal and local rules, legal terminology, and legal documents.
- Willingness to adapt to and learn new technologies.
- Willingness to adjust work hours to meet court schedules.

**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 12:00 pm eastern time, Thursday, April 2, 2026**. The subject line should note the applicant's name and contain the words Pro Se Case Administrator. **Applications will be reviewed as they are received, and the position may be filled prior to the Application Deadline.**

### **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 pro-rated for part time employment

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. 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.*