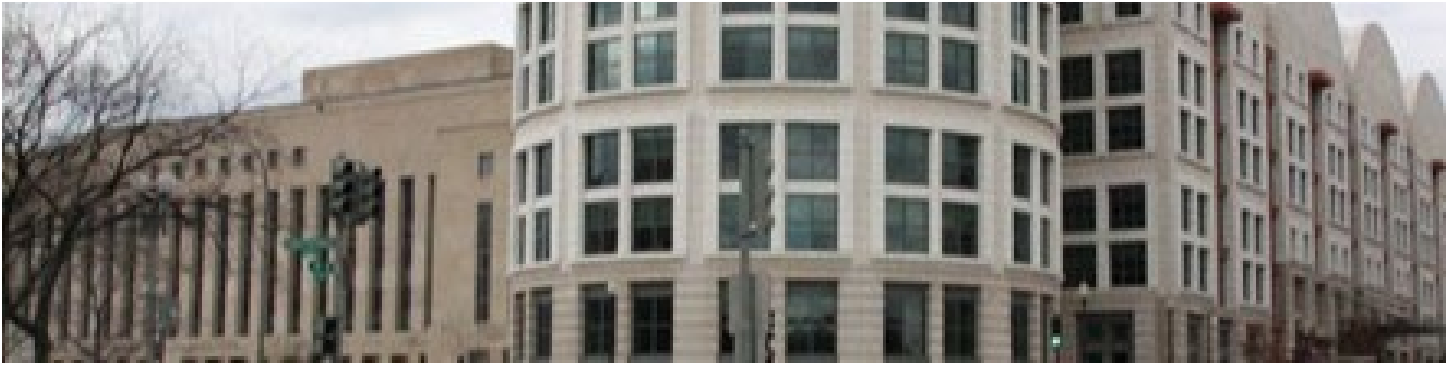




UNITED STATES DISTRICT
AND BANKRUPTCY COURTS
FOR THE
DISTRICT OF COLUMBIA

Announcement No.: 2026-11

Position Location: Washington, DC

Position Information:

Full-time, permanent, Excepted
Service, one position is available

Area of Consideration:

Open to all qualified sources

Open Date: August 13, 2026

Closing Date: Open Until Filled



*Our mission at the Clerk's Office is to
fulfill the expectations of the public
and the judiciary by providing
exceptional service, while
consistently upholding the
administration of justice.*

JOB OPPORTUNITY

Position Title: Operations Administrator

Salary Range: CL-25 (\$56,478 - \$91,839)
(Equivalent to a GS-9. Salary determined by qualifications and experience.)

How to Apply:

Qualified individuals for this “at will” position must submit the following:

- A cover letter detailing how your experience relates to the position requirements
- [AO-78, Federal Judicial Branch Application for Employment](#) (can be downloaded from www.uscourts.gov)
- A resume detailing all relevant experience, education, and skills

Failure to submit a complete, typed, and signed cover letter and AO-78, and resume will result in immediate disqualification. Description of Work section of the AO-78 must be complete to include salary information. Indicating “see resume” is not acceptable. Incomplete, handwritten, and/or unsigned applications will not be considered, returned or retained. Only applicants selected for an interview will be contacted and must travel at their own expense. One application per candidate will be accepted for this announcement.

Applications may be mailed or hand delivered to:

United States District and Bankruptcy Courts
Attn: Human Resources (2026-11)
333 Constitution Avenue, NW, Room 2712
Washington, DC 20001

Or via e-mail to: DCD_HumanResources@dcd.uscourts.gov

For questions, please contact the Human Resources Department at 202-354-3200. For a full list of vacancies, please see our website: <https://www.dcd.uscourts.gov/employment>.

ABOUT US

The United States District and Bankruptcy Courts for the District of Columbia is recruiting for an Operations Administrator to join its Clerk's Office team. The team works in a dynamic, fast-paced environment serving both a Bankruptcy Court constantly leveraging technology for the benefit of customers, and a District Court often referred to as the second most important in the nation given the vast number of high-profile cases over which the judges preside. The ideal candidate is a mature, self-motivated, career-oriented professional eager to grow with us, and the federal judiciary. The candidate must also share in the Clerk's Office's Vision and Mission of "providing exceptional service while upholding the administration of justice." Finally, to assist you in achieving all your career goals with us, we offer our staff tuition assistance as the budget allows. Please see the Benefits section of this announcement for additional benefits.

JOB SUMMARY

This position is in the Records section of the Clerk's Office of the United States District and Bankruptcy Courts for the District of Columbia. The Operations Administrator reports to the Operations Supervisor. The incumbent performs various functions and is responsible for and will administrative and technically assist with the day-to-day retrieval, maintenance and filing of court records. The incumbent will also be responsible for processing payments and managing monthly Attorney Admission and Naturalization ceremonies. This work is performed in accordance with approved internal controls, procedures, and rules.

DUTIES AND RESPONSIBILITIES

- Receive and review incoming documents to determine compliance with records policy and procedure.
- Scan and upload documents to CM/ECF, when needed.
- Collect, sort and classify documents and file accordingly.
- Prepare, ship, and retrieve records from the appropriate Federal Records Center. Scan, copy, file, pick-up, and sort mail. Process mail. Process e-mail received from electronic filers. Maintain the mail meter and meter log. Receive and stamp incoming documents. Maintain court files, as needed and/or requested.
- Prepare new file folds and labels, as needed to protect and maintain documents.
- Operate a variety of copying and records equipment. Answer and route incoming calls. Prepare case files for tracking records. Assist the public in using computerized databases. Provide basic information to public, bar, and the court.
- Make file copies and fulfill certification and Triple Seals as requested.
- Maintain the file in an orderly fashion by reorganizing, transferring, archiving, and storing, as needed.

- Provide direct assistance in archiving and storing records according to the regulations dictated in Volume 10, Chapter 6: Records Management of the Guide to Judiciary Policy.
- Inform customers of required fees. Receive payments and issue receipts. Secure funds in cash register. Balance cash drawer at the end of the day. Process credit card payments for filed documents.
- Process payments and checks received by mail log.
- Act as a point of contact for all matters relating to Attorney Admissions and Naturalization.
- Coordinate and carry out duties associated with Attorney Admission and Naturalization ceremonies including administering the oaths and Opening and Closing Court.
- Check and respond to email, mail, and phone communications.
- Check for prior or prohibited filing. Verify attorney's authority to practice. Monitor for release of exhibits and sealed documents.
- Process requests from the Judicial Nomination Commission.
- Process information regarding attorney disciplinary actions.
- Maintain in-house attorney profiles database regarding all orders from the Committee on Attorney Grievances.
- Transmit any attorney's information in need of review to the Admission Review Committee. Collect response and alert attorney of any decisions.
- Grant attorneys e-filing, pro bono, and pro hac vice (PHV) requests as well as process pro-se and media e-filing requests.
- Perform other duties as assigned.

QUALIFICATIONS

Required Education: The successful candidate must possess a bachelor's degree from an accredited college or university in a field closely related to the subject matter of the position.

Required Specialized Experience: The candidate must also possess a minimum of two years of specialized experience. Specialized experience includes 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.

Preferred Experience:

Legal and/or court experience is highly preferred.

Must have excellent interpersonal skills and be able to effectively communicate with staff to determine needs and maintain complete and accurate records and files.

Must have strong customer service skills with the ability to provide clear and detailed oral and written instructions.

Must have strong computer and analytical skills.

Proven experience in handling multiple workload demands, including frequent interruptions, while maintaining a high level of concentration.

Ability to take initiative and a demonstrated ability to function collaboratively within a team environment and the larger office.

Ability to speak before a large group of people.

Accuracy and attention to details.

Excellent organizational skills, the ability to respond to requests on short notice and the ability to meet stringent deadlines are essential.

Ability to lift heavy boxes (20 to 40 pounds).

Ability to deal with difficult and potentially hostile people.

BENEFITS

Full-time employees of the United States District and Bankruptcy Courts for the District of Columbia are eligible for a full range of benefits to include:

- A minimum of 11 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Federal Employees' Retirement System (FERS)
- Optional participation in the Thrift Savings Plan (TSP), the Federal Employees Health Benefits Program (FEHBP), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FEGLI), the Flexible Benefits Program, the Commuter Benefit Program, and SmartBenefits (mass transit subsidy up to \$340 per month)
- Employee Recognition Program, budget permitting
- Tuition Assistance, budget permitting
- Workers' Compensation Program
- On-site physical fitness facility
- Flexible work schedule
- Federal Occupational Health Services Program (FOH)/ On-site Health Unit
- Employee Assistance Program (EAP)/Work Life Services
- Virtual Learning through the Judiciary Online University
- Student Loan Forgiveness for Public Service Employees
- Priority enrollment for children beginning at three months of age until kindergarten of all employees of the United States Courts in the Thurgood Marshall Child Development Center (TMCDC)

For more detailed information about Federal Judiciary benefits, please go to www.uscourts.gov/careers/benefits.

CONDITIONS OF EMPLOYMENT

United States citizenship is required for consideration for this position.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

Employees of the United States District and Bankruptcy Court for the District of Columbia are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the court.

Employees are required to use the Electronic Funds Transfer (EFT) for payroll deposit.

Final candidates will undergo a background check.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District and Bankruptcy Courts for the District of Columbia.