Notice of Career Opportunity

United States District Court
Eastern District of Missouri

Posting Date:	October 01, 2026
Vacancy Number:	ACM-1026
Position Title:	Assistant Case Manager I
Starting Salary:	CL 24/1: $45,835-Step 61:$74,498 CL 25/1: $50,613-Step 61:$82,301 Classification dependent on experience. Promotion potential to Assistant Case Manager II CL 26/1 $55,752 – Step 61:$90,608 without further competition.
Position Location:	St. Louis, MO
Closing Date:	Open until filled – applications will be considered as they are received.

Position Summary

The position is located in the District Court headquarters office in St. Louis, MO. The Assistant Case Manager I position operates in a team environment and must handle all aspects of judicial support. Duties include docketing, case management of civil and criminal cases, preparing reports, electronic court recording and courtroom support.

Summary of Representative Duties and Responsibilities

- Docketing - Makes summary entries of all documents and proceedings on the docket, ensuring that all automated entries are appropriately linked for proper case management.
- Courtroom Coverage - When assigned, attends court sessions and conferences. Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, managing exhibits and coordinating juror support for trials.
- Communication and Coordination - Acts as a liaison among the clerk's office, the bar, pro se litigants and the judges to ensure that cases proceed smoothly and efficiently.
- Reporting – Attends court hearings and trials and keeps the minutes of all court proceedings. Creates case management reports to monitor deadlines and reviews daily activity reports of filings.

Minimum Qualifications and/or Educational Requirements

Excellent communication and organizational skills are required; computer experience is essential. Must be able to work effectively as part of a team. Prior paralegal and/or court experience with knowledge of legal terminology is preferred. The ability to work effectively under pressure and adapt to a variety of duties is necessary. Candidates must have a bachelor's degree and/or paralegal certificate with a minimum of one year of specialized legal experience equivalent to work at a CL-24 level.

Benefits

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause.

Generous Paid Time Off Program	Eleven Paid Holidays
Public Service Loan Forgiveness	Group Health, Dental, Vision and Life Insurance
Defined Benefit Pension Plan	Defined Contribution Plan (TSP) with Employer Match
Long-Term Care Insurance	Health and Dependent Flexible Spending Accounts
Parking/Commuter Benefit Program	Employee Assistance Program
Work Life Services	Virtual Judiciary Online University

Position is subject to mandatory Electronic Funds Transfer participation for net pay.

Background Investigation Requirements

The selectee considered for this position is required to undergo an FBI Background Check and/or Investigation and social media inquiry as a condition of employment. The selectee may be appointed provisionally, and retention will depend upon favorable suitability determination of the background investigation.

Application Procedure and Information

Applicants must be United States citizens or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship, for requirements please see: https://www.moed.uscourts.gov/sites/moed/files/Citizenship-Requirements-Employment-Judiciary.pdf
Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Applicants may be asked to participate in proficiency tests.

Qualified persons are invited to submit:

- letter of application,
- current résumé,
- completed application for judicial branch employment, form AO-78 (available at https://www.uscourts.gov/forms-rules/forms/application-judicial-branch-federal-employment)
- contact information for three professional references

Please click on the following link to apply for this position and submit materials:

Application materials may be submitted via email to: moed_employment@moed.uscourts.gov (please include the vacancy number ACM 1026 in the subject line)

Incomplete application materials may not be considered. Only candidates selected for an interview will be contacted. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position. Multiple positions may be filled with this announcement. Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees. Link: The Code of Conduct for Judicial Employees Link: Your Employee Rights and How to Report

Equal Opportunity Employer