

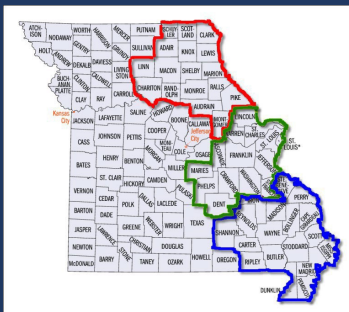


UNITED STATES CLERK'S OFFICE EASTERN DISTRICT OF MISSOURI

Nathan M. Graves, Clerk of Court

111 South 10th Street
St. Louis, MO 63102

www.moed.uscourts.gov



JUDICIARY BENEFITS

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays (11)
- Flexible Work Schedule
- Pre-tax Benefit Programs
- Health Insurance
- Vision/Dental Insurance
- Group Life Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP)- 401 (k)-styled program with up to 5% match
- Employee Assistance Program
- Parking/Commuter Benefit Program
- Virtual Judiciary Online University

Operations Manager

VACANCY #: OM-0526

CAREER OPPORTUNITY

Duty Station: St. Louis, MO

Posted: 05/21/2026

Status: Full-Time Permanent

Reports To: Chief Deputy of Operations

***Salary Range:** CL-29/1: \$87,301-CL-29/61: \$141,891,
CL-30/1: \$103,156-CL-30/61: \$167,684,
CL-31/1: \$121,336-CL-31/61: \$197,200

Transfers: Yes

Closing Date: 06/19/2026

**Starting salary and classification dependent on individual qualifications in accordance with the Judicial Salary Plan.*

POSITION SUMMARY

The Clerk's Office of the United States District Court for the Eastern District of Missouri is a career-oriented organization focused on providing exceptional service to the court, members of the legal community, and the general public. Currently, we are seeking applicants for a full-time Operations Manager. The successful candidate must be a leader, highly organized, detailed and thorough, who maintains a professional demeanor at all times, and possesses a high degree of integrity and personal adaptability.

The Operations Manager is a senior-level position reporting directly to the Chief Deputy of Operations, and responsible for the day-to-day administration and supervision of operations. The Operations Manager has regular interactions with the judges, high-level officials of other agencies, members of the bar, and the public. The Operations Manager assists the Chief Deputy of Operations in providing management and leadership of all non-judicial functions of the court including but not limited to; case management, courtroom services, case reporting; process and staff development and management; strategic planning, and other duties as assigned. The position requires an individual with the technical experience and leadership skills necessary to carry out a multitude of administrative and operational responsibilities with confidence and efficiency.

The Eastern District of Missouri serves the Eastern Division (14 counties including St. Louis City and St. Louis County), Northern Division (17 counties), and Southeastern Division (18 counties). The main office is in Saint Louis, MO, with divisional offices in Cape Girardeau, MO and Hannibal, MO. The Court is currently comprised of 8 district judges, 5 senior judges, and 8 magistrate judges.

Eastern District of Missouri Clerk's Office is an Equal Opportunity Employer.

HOW TO APPLY

Applicants must submit all documents listed below in ONE PDF FILE to MOED_employment@moed.uscourts.gov

Subject of Email:

OM-0526

1. Letter of Interest

- Your skills and experience, with an explanation of how those skills and experience may contribute to the organization.
- How your overall experience and preparation relates to the stated duties and responsibilities.

2. Current resume

3. Three Professional References

4. AO 78 Application for Federal Judicial Branch Employment* found [here](#).

Applicants must be United States citizens or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986. 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.

[Citizenship-Requirements-Employment-Judiciary.pdf](#)

[Learn More About Judiciary Policies](#)

The organization reserves the right to assign and/or reassign an employee to any location within the district based on the needs of the organization.

SUMMARY OF REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Manages all aspects of docketing, case management, preparation of reports, and ensures efficient processing of documents.
- Coordinates all activities involving courtroom operations and related matters, provides quality control of operations personnel's work, ensures implementation of standardized administrative procedures.
- Monitors new procedures, processes, orders, and other governance or statutes, affecting processing and filing of cases and documents.
- Establishes operating guidelines, work requirements, and procedures and assigns and communicates those in written and oral form to employees in the operations department.
- Develops goals and strategic plans for the department.
- Coordinates duties among case managers and subordinate work units, establishes and adjusts schedules, priorities and deadlines for completion of work assignments; ensures adequate coverage
- Provides direct supervision of assigned operations staff to include leave records, performance evaluation, and recommends personnel actions, as necessary.
- Participates in developing methods of coordinating the work of the office with that of other governmental agencies and court units, such as the U.S. Attorney's Office, U.S. Marshal's Office, U.S. Probation Office, U.S. Pretrial Services, Federal Public Defenders and the Bankruptcy Court.
- Coordinates the needs of chambers with chambers staff when the Team Leader is unavailable.
- Studies matters related to the quantity and quality of department work and takes or recommends necessary corrective actions.
- Participates and recommends hiring of subordinate leaders and staff.
- Trains new operations staff in the duties required for each position and ensures personnel are cross trained to maximize the ability of the department to cover its responsibilities.
- Works closely with the CM/ECF Administrator to devise, implement, and revise docketing events to comply with rule and policy changes.
- Tracks criminal cases for potential reassignment, consults with chambers for guidance, and reassigns cases as appropriate.
- Reassigns civil and criminal cases in accordance with Court directives.
- Maintains recusal lists for all judges, monitors case assignments for potential conflicts, and reassigns cases, if needed.
- Monitors and sends monthly CJRA reports for each judge and submits biannual reports to the Administrative Office.
- Ensures credit for duties performed by Magistrate Judges is properly transmitted to the Administrative Office.
- Assists in analyzing and interpreting various policies, guidance and directives, including legislation, Administrative Office directives, court rules, and orders of the Chief Judge affecting the work of the Clerk's Office.
- Assists in directing the clerical services provided by the Clerk's Office including filing, indexing, maintaining court records, entering

- judgments, issuing writs, and other processes.
- Assists as a liaison with other Federal District Courts, other Courts, the Federal Judicial Center and the Administrative Office for the purpose of disseminating and receiving information requisite to a progressive and comprehensive management program.
- Assists as a member of the management team in the formulation, implementation and assessment of office practices, policies and procedures.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Requires a minimum of 3 years of leadership experience, including progressively responsible administrative, professional, supervisory, or other responsible work that provided an opportunity to gain and demonstrate: (1) an ability to learn and utilize management practices and administrative processes; (2) skill in dealing with others in person-to-person work relationships; (3) the ability to exercise mature judgment; and (4) the ability to communicate effectively both orally and in writing with a wide variety of people. At least 3 years of federal court experience in a position with direct responsibility for case management, with a demonstrated record of technical competency, in which they have gained knowledge, skills and abilities in some or all of the following:

- Court operations management experience, including experience with case management.
- Experience with the federal courts' CM/ECF system.
- Experience with the interpretation and application of court rules, procedures and/or statutes.
- Experience with coverage of court proceedings and knowledge of court operations, functions, and organizational structure.
- Understanding of documents filed by case participants and prepared by chambers involving both criminal and civil cases.
- A working knowledge and understanding of legal terminology and procedures, federal rules of procedure, and the operational processes of the federal judiciary.
- Knowledge and skill in the use of courtroom equipment and technology, and an understanding of various software applications utilized by the Court including Microsoft products.
- Experience in learning and adapting to new technology and leading its implementation with staff.

The successful candidate will be able to exhibit leadership experience, be fair and reasonable, possess tact, good judgment, poise, and initiative. The ability to meet the public, work harmoniously with others, and communicate effectively, both orally and in writing is required. Candidate must be able to balance the demands of varying workload responsibilities and deadlines. The candidate is expected to use multiple web-based applications and maintain judiciary privacy and security requirements.

A minimum of a bachelor's degree in business, criminal justice, management, behavioral science, political science, court or public administration, or related discipline appropriate to this position is required. Preference will be given to applicants with a Juris Doctorate, a Master's degree in public administration, business administration, judicial administration, or a related field; or substantial experience in a federal or state court.

BACKGROUND INVESTIGATION REQUIREMENTS

This is a High Sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an F.B.I. fingerprint check, OPM background investigation and credit check and a favorable suitability determination. Investigative updates are required every five years. Judicial officers and judicial employees who meet the salary threshold are required to file financial disclosure reports (including nominee, initial, annual, final, and periodic transaction reports, as appropriate) under the Ethics in Government Act of 1978, as amended.

All applicant information is subject to verification. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after hire.

SELECTION PROCESS/CONDITIONS OF EMPLOYMENT

After review of the application packets, highly qualified applicants will be invited in for one or more personal interviews. Due to the volume of applications received, only applicants who are selected for interview will receive a written response regarding their application status.

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 Wrongful Conduct | Eastern District of Missouri | United States District Court](#)

Direct deposit of pay is required. Positions with the U.S. Courts are “excepted service” positions and employees serve “at will.”

The U. S. Clerk's Office reserves the right to amend or withdraw any announcement without written notice to applicants.