



U.S. District Court Western District of Wisconsin Career Opportunity

Position:	Case Administrator/Courtroom Deputy
Vacancy Number:	26-06
Location:	Madison, Wisconsin
Salary:	CL 25 (\$49,361-\$80,265) CL26 (\$54,372-\$88,366) Salary classification dependent on qualifications and experience. Position is promotion eligible to a CL 27 without further competition.
Date Posted	April 21, 2026
Closing Date:	Open until filled. Preference given to applications received by May 10, 2026

Position Summary

This is a full-time permanent position located in the District Court clerk's office in Madison, Wisconsin. The Case Administrator/Courtroom Deputy position operates in a team environment and must handle all aspects of judicial support. Duties include docketing, case management of civil and criminal cases, preparation of 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 the presence of all necessary participants, managing exhibits, and coordinating juror support for trials.
- Communication and Coordination – Acts as liaison among the clerk's office, the bar, pro se litigants, and the judge to ensure that cases proceed smoothly and efficiently.
- Reporting – Maintains a courtroom time sheet with entries for each event, hearing, or trial assigned to cover. Creates case management reports to monitor deadlines and prepare for courtroom activity.

Minimum Qualifications and/or Educational Requirements

To qualify for the position, applicant must have one year of specialized experience and a bachelor's degree or paralegal certificate. The starting classification level will depend on the nature and extent of the specialized experience.

Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of a body of rules, regulations, directives, or laws, and involving the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real

estate and title office, and corporate headquarters or human resources/payroll operations. Education may not be substituted for the specialized experience.

Court Preferred Skills

Knowledge of legal terminology and processes. Experience in the federal judicial system and/or with electronic case filing systems. Excellent verbal and written communication and clerical skills. Excellent interpersonal skills. Knowledge of Microsoft Office products with an emphasis on Word and Outlook. Ability to work as part of a team and provide excellent customer service.

Benefits

Federal benefits include paid vacation and sick leave, (11) paid holidays, and retirement benefits. Optional benefits include health and life insurance, long-term care insurance, dental and vision insurance, and a tax-deferred savings plan. Please visit the [U.S. Courts Careers page](#) for more details.

Conditions of Employment

All application information is subject to verification. Appointment to this position is provisional, contingent upon an FBI fingerprint background check. Retention depends on a favorable suitability determination. Applicants must be U.S. citizens or eligible to work in the United States. Employees must use Electronic Fund Transfer (ETF) for payroll deposit.

The Court requires employees to adhere to the [Code of Conduct for Judicial Employees](#).

Notice to Applicants

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

Procedures for Applying

To apply click the link below:

[HR Employment Application System](#)

Complete the information fields and attach the following:

- Cover letter detailing your interest in the position
- Resume
- Three professional references
- Judicial Branch Federal Employment Application (AO78). The AO78 is located in the above link.

Only applicants who are selected for interviews will be contacted by the Court. Applicants selected for interviews must travel at their own expense or be interviewed via Zoom.

The United States District Court reserves the right to amend the conditions of this job vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.

The United States District Court is an Equal Opportunity Employer