

Notice of Career Opportunity

United States District Court Eastern District of Missouri



Posting Date: 9/24/2025
Vacancy Number: CICS-0925
Position Title: Case Initiation and Customer Service Clerk
Starting Salary: CL 24/1: \$45,382 to Step 61: \$73,757
CL 25/1: \$50,131 to Step 61: \$81,458
With promotion potential to Case Initiation and Customer Service Clerk II
CL 26/1: \$55,205 to Step 61: \$89,702
Classification dependent on experience
Position Location: St. Louis, MO
Closing Date: Open until filled (multiple positions may be filled with this posting)

**** Applications will be considered as they are received. ****

Position Summary

This position is located in the Clerk's office. The incumbent receives and checks incoming documents for conformity with federal and local rules. The documents become the official basis of court actions. The incumbent has the initial contact of the Clerk's office between the general public, litigants, and the bar.

Summary of Representative Duties and Responsibilities

- Quality controls new civil and criminal cases for assignment of case numbers and random assignment of judges.
- Prepares cases that are filed in paper by file stamping and affixing the appropriate number and judge to each document.
- Receives and reviews incoming documents to determine conformity with appropriate rules, practices and/or court requirements.
- Routes documents to proper offices/persons after acceptance.
- Performs cashier duties by receipting payments made by the public, litigants, other agencies and the bar.
- Reconciles transactions and money collected daily to ensure accurate accounting of receipts processed and change making funds.
- Verifies attorney's authority to practice before the court.
- Handles all incoming calls to Clerk's Office main telephone number and furnishes information to litigants, agencies, attorneys, etc.
- Prepares searches of civil and criminal cases, exemplifications, copy request work, and certifications.
- Processes notice of appeals complying with the Federal Rules of Appellate Procedures and Rules of Civil Procedure.
- Monitors email boxes that pertain to incoming faxes, self-representing litigant filings, and orders transmitted from the Court of Appeals and forwards the content to the appropriate department(s) for processing.

Minimum Qualifications and/or Educational Requirements

Excellent communication and organizational skills are required; computer experience is essential. Must be able to effectively work as part of a team. Prior 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-23 level.

Benefits

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

11 Paid holidays	Health Insurance Benefits (variety of plans)
13 Sick days per year accrued	Life Insurance
13 Paid Vacation days for less than 3 years of service	Flexible Benefits
20 Paid Vacation days for 3 to 15 years of service	Federal Employee Retirement Plan
26 paid Vacation days 15 or more years of service	Thrift Savings Plan with Investment Options
Family Medical Leave Act Provisions	

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:

- Statement of interest with an explanation of reason you qualify.
- Current resume
- Completed application for judicial branch employment, form AO-78 (available at <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>)
- Contact information for three professional references.

Application materials may be submitted via e-mail to the following address with a subject line of "CICS-0925":

Moed_employment@moed.uscourts.gov

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.

Equal Opportunity Employer