



United States District Court

District of Delaware

Vacancy Announcement 26-8

Position Title: Operations Specialist
Duty Station: Wilmington, Delaware
Salary: CL 23 \$44,458- \$72,320
CL 24 \$49,256- \$80,059
CL-25 \$54,391- \$88,445
Opening Date: August 20, 2026
Closing Date: Open until filled

Position Overview

Operations Specialists perform various functions and are responsible for maintaining and processing case information and managing the progression of cases, consistent with approved internal controls, procedures, and rules. They receive and review incoming court documents for conformity with federal and local rules, and perform customer service and cashier duties for the purpose of providing procedural information and collecting court fees.

Duties

- Receive and review incoming paper and electronic case related documents to determine conformity with appropriate rules, practices, and court procedures. Examine all pleadings to determine the jurisdiction of the court, accept those that conform to federal and local rules of practice. Check for prior or prohibited filing(s). Monitor for release of exhibits and sealed documents. Receive and route non-case related documents to applicable areas, as appropriate.
- Issue all civil processes such as summonses, subpoenas, writs of garnishment, execution, attachment, and the like.
- Open routine and complex cases in the Case Management/Electronic Case File System (CM/ECF) upon receipt of initiating documents such as complaints or petitions. Close visiting judge cases upon receipt of terminating documents such as judgments and orders.
- Provide back-up coverage for courtroom deputies assigned to visiting judge cases.
- Scan, create PDF files, enter data, and upload documents into the CM/ECF system, as necessary to maintain the accuracy and completeness of the electronic case file.
- Provide frontline customer service by answering telephones and providing appropriate procedural information to litigants, the public, chambers, and clerk's office staff. Assist the public in the use of computerized records and information databases.
- Perform cashier duties. Collect appropriate fees and accept deposits for appearance bonds, release, and bonds in admiralty cases. Issue receipts. Secure funds and balance cash drawer at end of the day. Process credit card payments for filed-documents, as applicable.
- Assist in the coordination of naturalization ceremonies.

- Verify attorneys' authority to practice before the court. Accept attorney admission applications. Assist in issuing attorney admission certificates.
- Post outgoing mail.
- Assist with assigning case numbers to new cases and preparing case files. Assist in reviewing certain electronic filings in CM/ECF for accuracy, completeness, and identification/correction of errors.
- Assist with the review and processing of incoming appellate cases.
- Assist the jury administrator with jury orientations, processing summonses and customer service support.
- Sort, classify, and file case documents and records.
- Process prisoner and pro se mail, including analyzing documents to determine correct docketing code, drafting response letters, preparing service packets and docketing routine and complex scheduling orders.
- Assist the Operations Manager with special projects as assigned.
- Other duties as assigned.

Qualifications

Applicants for this position must be able to deal effectively with the Judges of the District Court, co-workers, the public, and the Bar. The individual selected must also be able to understand the rules and regulations of the Court. General computer and word processing skills are required. A team attitude and a willingness to adapt to a changing work environment are essential to maintain the Court's quality standards. Professional or businesslike approach and attire are required.

Education and Experience

The completion of a degree in a field related to Criminal Justice or Legal Studies is preferred, along with experience in a related field. The minimum requirement is the possession of a High School degree or GED and two years of clerical experience. Education above the high school level may be substituted for general experience.

CL-23 High School graduate or equivalent and possess two years of clerical experience or have a college degree

CL-24 One year of specialized experience

CL-25 One year of specialized experience

Benefits

The United States District Court for the District of Delaware offers a generous benefits package which includes the following:

- Paid annual and sick leave
- Eleven paid federal holidays
- Participation in the Federal Employees Health Benefits Program (FEHB)
- Federal Employees Dental and Vision Insurance Program (FEDVIP)
- Federal Employees Group Life Insurance (FGLI)

- Flexible Benefits Program
- Employee Assistance Programs
- Long Term Care Insurance through the Federal Judiciary or OPM
- Federal Employees Retirement System (FERS)
- Thrift Savings Plan (TSP)- up to 5% match
- Student Loan Forgiveness Program for Public Service Employees
- On-site fitness facility
- Transit Subsidy Program (contingent upon availability of funds)

NOTE: Some benefits require a waiting period.

Information for Applicants

- Please provide the required application documents in PDF format. The required application documents include the following: resume, cover letter, references and an AO-78 Federal Judicial Branch Application for Employment. To apply for the position, please visit the Court's website at:
<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=daye8adr&pos=26-8>
Applicants will receive an email confirmation upon receipt. Incomplete applications, paper applications or faxed applications will not be considered.
- The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which action may occur without prior written notice. This job announcement may involve filing more than one position described therein.
- This position is a mandatory EFT (Electronic Funds Transfer) participation for payment of net pay.
- The U.S. District Court requires employees to adhere to the Judicial Code of Conduct for Judicial Employees which is available on www.uscourts.gov.
- The U.S. District Court for the District of Delaware is an Equal Opportunity Employer.
- Federal Court employees are under the excepted service.
- Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the U.S. District Court. Applicants must be U.S. citizens or eligible to work in the United States.
- The Operations Specialist is a sensitive position. The selected candidate will be subject to an FBI fingerprint check as a condition of employment, and may be subject to periodic updates.

**If you have questions regarding this announcement,
please contact Beth Mason at (302)573-6170**