



Denise M. Lucks
Clerk of Court

Omaha
111 South 18th Plaza
Omaha, NE 68102

Lincoln
100 Centennial Mall N.
Lincoln, NE 68508

www.ned.uscourts.gov

Important Dates

Opening Date:
Wednesday, June 25, 2025

Closing Date:
Tuesday, July 15, 2025

Apply to:

USDCHR@ned.uscourts.gov

The District of Nebraska is an Equal Opportunity Employer and has a strong commitment to achieving diversity among staff.

Mission

The U.S. District Court for the District of Nebraska exists to maintain and perpetuate a law-abiding society by preserving the rule of law through just and orderly resolution of disputes.

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT - DISTRICT OF NEBRASKA

Position: Case Manager

Vacancy: 25-06

Classification: CL 25

Salary Range: \$49,379 – 80,237*

Career Opportunity: CL 26/61

Duty Station: Omaha

Status: Full-time permanent

Open to: All qualified candidates

Number of Positions: One (1)

*Starting salary is set considering human resources policies, qualifications, experience, and applicant's current salary or federal pay grade.

POSITION OVERVIEW

The Clerk's Office of the United States District Court for the District of Nebraska is seeking a full-time case manager in Omaha. A case manager knows and follows docketing procedures; checks incoming documents for conformity with federal and local rules; performs data quality review; and provides docketing and clerical support. The case manager also assists internal and external customers.

Duties include, but are not limited to, the following:

- Make summary entries and assure the accuracy, timeliness, and quality of all documents and proceedings in CM/ECF (Case Management/Electronic Case Filing). Perform quality assurance checks on electronically-filed documents and on opening and closing of cases. Assist in correcting errors identified in CM/ECF and advise supervisors when repetitive errors are found.
- Open cases upon receipt of initiating documents; close cases upon receipt of terminating documents.
- Receive, review, and file incoming documents to determine conformity with appropriate rules, practices, and court requirements. Scan and convert documents into imaged files. Prepare case file, when applicable.
- Prepare and transmit to appropriate parties' letters, notices, judgments, orders, and the like.
- Answer questions on case status and assists CM/ECF users, both over the phone and at the front counter.
- Assist and advise other employees on specific tasks and docketing procedures in civil and criminal cases.
- Route paper documents to proper office or person after acceptance.
- Collect appropriate fees.
- Assure assignment of case numbers and randomly assigns cases to judges.
- Verify attorneys' authority to practice before the court.
- Assist in processing the grand jury return.
- Retrieve and transmit documents and files to and from the Federal Records Center.
- Open and distribute mail.
- Perform other duties that may be assigned.

Conditions of Employment:

- Applicants must be a citizen of the United States or eligible to work in the United States. To review citizenship requirements for employment in the Judiciary, please visit <http://www.uscourts.gov>.
- The final candidate will be subject to a background security check after a conditional offer of employment has been extended and accepted.
- Applicants will not be asked about their criminal history prior to receiving a tentative offer of employment. Applicants completing the AO 78 Application for Judicial Branch Employment are not required to complete questions 18 through 20 regarding criminal history. Criminal history is not in itself disqualifying.
- 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 an individual's date of hire. All application information is subject to verification.
- Employment will be provisional and contingent upon the satisfactory completion of the required background investigation.
- Employees are subject to mandatory electronic funds transfer.
- Except for probation officers, employees are considered "at will".
- Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees.

QUALIFICATIONS

Qualifications must be met at the time of the application.

Must have a high school diploma or equivalent, two years of general experience, and one year of specialized experience. A college degree is preferred, but not required. Legal or court experience is preferred, but not required.

Specialized experience:

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrates the ability to apply a body of rules, regulations, directives, or laws and involves 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 court judicial systems, law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, and real estate and title offices.

APPLICATION PROCEDURE

Applicants must submit a PDF document to USDCHR@ned.uscourts.gov to include a:

- Cover letter
- Resume
- Application [Form AO-78](#) (all sections must be completed)
- Contact information for three professional references

Application materials that do not adhere to this procedure will not be considered. Only candidates selected for interviews will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

The clerk of court reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.

BENEFITS PACKAGE

- Health, dental, vision, life, and long-term care insurance
- Health and dependent reimbursement accounts
- Student loan forgiveness
- Federal Employee Retirement System
- Thrift Savings Plan with 5% match
- Flexible work schedule
- Telework
- Paid annual and sick leave
- Paid federal holidays
- Parking
- On-site fitness facility

<http://www.uscourts.gov/careers/benefits>