



**United States District Court  
Southern District of Ohio**  
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### **VACANCY ANNOUNCEMENT**

**March 31, 2026**

**Vacancy Announcement Number – 26-04**

**Court Services Supervisor**

**Duty Station – Dayton Courthouse – 200 West Second Street – one vacancy**

**Salary: CL 28 (\$74,250 - \$120,729)**

**Open until filled with first preference given to complete applicant packets received by:  
Tuesday, April 14, 2026, at 11:59 p.m.**

**Qualified applicants must submit an applicant packet which includes: a letter of interest, a current/detailed resume, and an Application for Judicial Branch Federal Employment - [Form AO78 \(5/24\)](#), available on the court website. The optional background information, page 5 of the Application, is not required.**

The Court Services Supervisor is responsible for overseeing essential functions that support the operational effectiveness of the Clerk's Office at the assigned seat of Court. Serving as the primary point of contact for the location, the Supervisor provides comprehensive oversight of case administration activities, including chambers functions, related financial and records functions and management, attorney admissions, naturalization activities, and court reporter services. The Supervisor will also serve as an on-site liaison with the jury clerk and assist with jury-related functions, as needed.

This position supervises Clerk's Office staff and manages general office operations including timekeeping, scheduling, quality assurance, oversight of financial transactions, customer service, and process improvement initiatives. The Court Services Supervisor ensures adherence to all applicable Court guidelines, policies, and internal controls.

The position reports directly to the Court Services Manager. Occasional travel is required. The office hours are typically 8:30 a.m. to 5:00 p.m. Additional working hours may be required based on operational needs, including the monitoring of the after-hours emergency filing line.

#### **ABOUT THE SOUTHERN DISTRICT OF OHIO:**

The Southern District of Ohio covers a broad geographic area encompassing forty-eight urban and rural counties from an imaginary line just north of Columbus south to the Ohio River. The District is comprised of over 260 individuals including twenty-six Judicial Officers, Chambers Staff, the Clerk's Office staff, the U.S. Probation Office's staff and U.S. Pretrial Services Office's staff; located in the Cincinnati, Columbus, and Dayton Courthouses.

#### **DUTIES AND RESPONSIBILITIES:**

- Oversee Clerk's Office operations and administrative functions for the assigned seat of Court. Establish daily priorities based on workload demands and operational needs.
- Develop, implement, and evaluate operational policies and procedures in accordance with the Guide to Judiciary Policy and other governing authorities. Organize and optimize work processes to maximize effective use of time and resources.
- Monitor and track caseload activity, utilizing the case management system and caseload reports as a basis for the evidence-based decision-making process.
- Oversee daily case filings to ensure compliance with federal and local rules and monitor data integrity and case flow through the Court's quality management program – CMAssist.
- Supervise attorney admissions, ADR, and naturalization activities ensuring tasks are completed timely and efficiently.
- Oversee staff who receive payments and balance monies collected; When needed, reconciles and deposits money received by the Court, while complying with internal controls.

- Oversee courtroom deputy functions, including caseload management, attendance and docketing court proceedings, order processing and quality control. Provide direct support as needed.
- Oversee records and mail management operations, ensuring compliance with internal controls. Assist with these functions when necessary.
- Monitor the storage, maintenance, release, and certification of official records, as well as management of physical resources and office space utilization.
- Assist with court reporter services, including scheduling and review/approval of AO Forms 40A and 40B through the Automated Court Reporter Application (ACRA) in accordance with the Court Reporter Plan.
- Manage office equipment, tools, and materials to ensure effective and efficient resource utilization.
- Monitor the after-hours emergency filing phone line/voice mail and respond as needed.
- May assist the Clerk of Court, Chief Deputy Clerk, or Court Services Manager with special projects or perform other duties as required.

## **REQUIRED QUALIFICATIONS:**

### **Required Education**

- An undergraduate degree from a college or university of recognized standing.

### **Classification Level**

- One year of specialized experience equivalent at CL-27, which is defined as progressively responsible administrative, technical, professional and supervisory experience that provided an opportunity to gain (a) skill in developing the interpersonal work relationships needed to lead a team of employees, (b) the ability to exercise mature judgment, (c) thorough knowledge of basic concepts, principles and theories of management and the ability to understand the managerial policies applicable to the United States District Court.

### **Specialized Experience**

- Candidates must possess at least six years of progressively responsible experience in the area of court administration that provided a knowledge of the rules, regulations, and terminology of the U.S. District Courts.
- At least two years of the experience must have been specialized experience in supervisory or managerial professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management.

### **Required Competencies**

- In-depth knowledge of federal and local rules, court policies, and procedures, and an understanding of legal terminology. Demonstrated proficiency in problem solving, trouble shooting, and identifying alternative solutions. Demonstrated ability to make timely and effective decisions. A clear understanding of federal court and unit operations, roles, functions, and organizational structure, culture and dynamics is essential.
- Must possess outstanding leadership, organizational, project management, and human relations skills, as well as excellent written and oral communication skills.
- Demonstrated excellence in strong interpersonal and analytical skills are essential. The successful candidate must have strong leadership qualities and initiative and be able to manage change and articulate management priorities; Skill in developing the interpersonal work relationships needed to lead a team of employees effectively.
- An ability to identify and resolve problems, to work effectively with both individuals and teams, and to interact courteously and professionally with high-level officials is also required; Ability to interact effectively with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures.
- Demonstrated ability to balance the demands of varying workload responsibilities and time sensitive deadlines in a fast-paced environment.
- Ability to maintain appropriate separation of duties and coordinate effectively with judges and all levels of staff.
- Demonstrated knowledge of supervisory and employee management principles, and an understanding of performance management processes and principles, as well as employee rights, protections, and avenues of appeal. Demonstrated ability to use mediation and problem-solving skills when managing conflicts in the workplace.
- Proficiency in the use of automated equipment and software including word processing and spreadsheet

applications, requisite court computer programs, automated case management systems, financial records management systems and related databases and applications. Ability to apply knowledge of applicable software and web-based applications and utilize them effectively to meet operational and project goals.

- Advanced knowledge of SharePoint, Microsoft Office products (including Excel), and Adobe Acrobat; skill in use of automated equipment such as cash register and database applications.
- Strong office and organizational skills, attention to detail, solid data entry and computer skills.
- The ability to maintain confidentiality is essential.

A commitment to public service is essential. Visit the U.S. Courts website for citizenship requirements [www.uscourts.gov](http://www.uscourts.gov).

#### **BENEFITS:**

Please review the extensive federal benefits on the United States Courts website: <https://www.uscourts.gov/careers/benefits>

#### **CONDITIONS OF EMPLOYMENT:**

Positions with the United States Courts are considered “at will” and are not subject to the employment regulations of competitive service. Positions in the Federal Judiciary are excepted service appointments, are considered “at will” and can be terminated with or without cause.

The applicant selected will be subject to an FBI background check and continued employment contingent upon favorable suitability determination. A negative finding from the background check may result in termination of employment. Employees are subject to the [Judicial Code of Conduct for Judicial Employees](#).

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

#### **HOW TO APPLY:**

Qualified applicants should upload their documents using our HR Employment Application System located at:

[HR Employment Application System](#)

Please note: This system will not let you continue without uploading all documents. If you fail to provide these documents, your application package will be considered **incomplete** and **will not** be considered any further.

#### **Travel and relocation expenses will not be reimbursed.**

The District reserves the right to amend or withdraw any announcement without written notice to applicants. The District reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

In the event a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk of Court may elect to select the next top-rated candidate from those who applied for the initial announcement without re-posting the position.

#### **REASONABLE ACCOMMODATIONS:**

Consistent with the Judicial Conference of the United States policy, the practice of the U.S. District Court Southern District of Ohio is to give due consideration of a reasonable accommodation requested by a qualified applicant or employee with a disability unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process.

**The U.S. District Court for the Southern District of Ohio is an  
Equal Opportunity Employer and values Diversity in the workplace.**