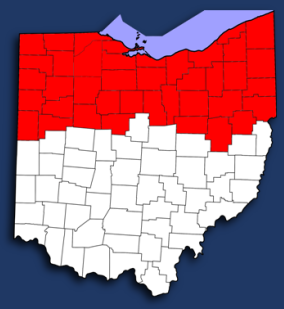
UNITED STATES DISTRICT COURT
Northern District of Ohio

Sara Lioi, Chief Judge | Christian M. Capece, Clerk of Court

NOTICE OF VACANCY

801 West Superior Avenue
Cleveland, Ohio 44113
www.ohnd.uscourts.gov



The U.S. District Court for the Northern District of Ohio currently holds court in Cleveland, Akron, Toledo, and Youngstown and serves the 6 million citizens of the 40 most northern counties in the state. It is among the 17 largest U.S. district courts.

HOW TO APPLY

Applicants must submit ONE PDF document to apply@ohnd.uscourts.gov containing the following:

- Cover Letter
- Resume
- Three professional references with contact information
- Application for Federal Judicial Branch Employment found HERE

OPERATIONS SPECIALIST | VACANCY #26 - 40

Duty Station:	Toledo, Ohio	**Posted:**	October 20, 2026
Status:	Full-time Permanent	**Closing Date:**	Open Until Filled
Classification:	CL 24 / CL 25	**Reports To:**	Deputy-in-Charge

Starting Salary Range* $44,701- 70,478

**Starting salary commensurate with work experience, education, and previous Federal Court experience.*

POSITION OVERVIEW

The United States District Court for the Northern District of Ohio is seeking a team player who is self-motivated, and detail oriented with excellent interpersonal communications skills, strong desktop skills, basic problem-solving skills, and a strong work ethic to join the District Clerk's Office in Toledo, Ohio as an Operations Specialist. Our fast-paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement for bright people with strong initiative, flexibility, and ability to multi-task. (Promotion potential to CL 25 without further competition.)

DUTIES AND RESPONSIBILITIES

- Operates in a team environment and handles all aspects of court support.
- Maintains and processes case information and manages the progression of cases to final disposition in accordance with approved internal controls, procedures, and rules.
- Reviews documents to determine conformity with federal and local rules, ensures all orders and entries are appropriately and accurately docketed, and makes summary entries on the docket of all documents and proceedings.
- Provides procedural information and customer service, cashier duties, noticing, data quality control, and mail processing.
- Performs various tasks related to the maintenance of court records such as scanning, filing, and data entry.
- Supports other Operations functions (e.g., jury administration, intake, records) as well as serves as an Electronic Court Recorder Operator and/or back-up Courtroom Deputy as needed.

These vital functions of the Clerk's Office provide an opportunity to become familiar with various court documents, the sequence of their use, and how cases move through the federal court system.

JUDICIARY BENEFITS

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays (11)
- Pre-tax Benefit Programs
- Health Insurance
- Vision/Dental Insurance
- Group Life Insurance
- Long-Term Care Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP)- 401 (k)-styled program with up to 5% match
- Fitness Center

CONDITIONS OF EMPLOYMENT

- Applicants must be U.S. citizens or eligible to work without restriction in the United States.
- Completion of FBI background check with law enforcement agencies including fingerprint and criminal records check.
- Employment is considered provisional until the background check is complete.
- 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.
- Employees are considered "at will".
- Employees are required to use direct deposit for payroll.

QUALIFICATIONS:

To qualify, applicants must have a minimum of one (1) year of specialized experience. Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of legal 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 offices, and corporate headquarters or human resources/payroll operations.

PREFERRED QUALIFICATIONS:

- Bachelor's degree from an accredited four-year college or university or legal education or paralegal certification.
- Legal/paralegal experience and experience with a federal court electronic filing.
- Prior training or experience with electronic court recording, court calendars and dockets or courtroom deputy duties.

REQUIRED SKILLS:

- Proficiency with Windows-based applications, including database, spreadsheets, Microsoft Word, and Adobe PDF files specifically as it relates to preparing documents, compiling data, and preparing reports.
- Outstanding customer service and support skills.
- Ability to communicate effectively, both orally and in writing.
- Ability to apply a body of rules, regulations, directives, or laws.
- Strong attention to detail and organization skills.
- Ability to maintain strict confidentiality and work under deadlines.
- Problem solving skills.
- Ability and willingness to travel occasionally to district offices.

OTHER:

Due to the high volume of applications received, the Court will only contact those who will be considered for interviews. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.