



UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF WASHINGTON

## COURT OPERATIONS SUPERVISOR

**ANNOUNCEMENT NUMBER** 26-WAW-31

**ANNOUNCEMENT DATE** August 10, 2026

**CLOSING DATE** Open until filled; preference given to resumes received by September 16, 2026.

The U.S. District Court for the Western District of Washington is seeking an articulate, self-motivated, and detail minded individual to join our Clerk's Office as an Operations Supervisor. The duty station for this position will be the Seattle District Courthouse.

Travel between the Seattle and Tacoma divisional courthouses is required to interact with judges, management, and staff to identify and document work processes and ensure consistent work product. Limited situational telework may be available per the local policy and at the discretion of the Clerk of Court.

**REPRESENTATIVE DUTIES**

The Operations Supervisor performs professional supervisory work related to court operations and serves as a first-line supervisor for court operations (case administration and intake functions) in both the Seattle and Tacoma divisions. They primarily direct case management activities including intake, case assignment, docketing, case administration, attorney admissions, appeals, and mail/records management to ensure compliance with appropriate rules, guidelines, procedures, policies, and internal controls. This position reports to the Chief Deputy Clerk.

- Supervise employees including assigning and reviewing work, conducting employee performance evaluations, and recommending disciplinary actions, if necessary. Clarify roles and responsibilities and delegate accordingly. Empower staff with the tools and resources necessary for them to work both collaboratively and with autonomy in support of the mission of the office.
- Assist in developing work standards. Oversee office functions, delegate, and prioritize workload. Implement staff procedures and conduct staff meetings. Maintain accurate documentation and statistics. Train staff in policies, procedures, and compliance with internal controls. Make recommendations regarding employee appointments, promotions, and separations.
- Coordinate and communicate office procedures with unit executives, managers, judges, and chambers staff.
- Coordinate with other government agencies, court units, the bar, and the public.
- Collaborate with stakeholders on policy updates and implementation of new procedures.
- Oversee receipt and review of incoming documents for conformity with federal and local rules. Maintain and monitor deposits of monies received, along with applicable financial reports. Monitor data quality assurance activities, including case opening and closing. Oversee records and mail management activities.
- Oversee records storage and archival functions and compliance; interface with

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|                       | <p>the National Archives and Federal Records Center and coordinate records review and deliveries as needed.</p> <ul style="list-style-type: none"><li>• Assist as needed with jury operations.</li><li>• Perform duties associated with attorney admissions and naturalization ceremonies as applicable.</li><li>• Review directives and correspondence from the Administrative Office of the U.S. Courts, judges, the Clerk of Court, and external agencies to determine impacts. Ensure staff understanding and compliance.</li><li>• Identify personnel issues and resolve disputes in collaboration with Human Resources.</li><li>• Communicate and respond to management requests regarding operations. Answer procedural questions for judges, staff, and the public. Provide customer service while complying with regulations, rules, and procedures.</li><li>• Demonstrate sound ethics and good judgment at all times. Abide by the Code of Conduct for Judicial Employees and court confidentiality requirements to handle confidential and sensitive information appropriately.</li><li>• Comply with the Guide to Judiciary Policy, Human Resources Policies, applicable AO policies and processes.</li><li>• Provide backup coverage for staff as required.</li><li>• Perform other duties as assigned.</li></ul>                                                                                                                                                                                                                                                                                                                                |
| <b>QUALIFICATIONS</b> | <ul style="list-style-type: none"><li>• High school diploma or equivalent; and a minimum of three (3) years of progressively responsible supervisory experience that provided an opportunity to develop a practical understanding of principles, concepts, and tools of organizational supervision.</li><li>• At least one (1) of the three (3) years of experience must have been in a supervisory position that provided an opportunity to acquire a thorough knowledge of general processes and practices in the areas of Court Operations and/or Case Management.</li><li>• Excellent interpersonal skills and the ability to communicate effectively with individuals and groups to provide operational information in an understandable format. Ability to communicate clearly and professionally with a variety of people, including Judges, court personnel, attorneys, jurors, litigants, and the public.</li><li>• Demonstrated experience working in a team environment to deliver professional customer service and the ability to make timely decisions and meet deadlines.</li><li>• Strong organizational, attention to detail, analytical, and project management skills.</li><li>• Experience working in an electronic environment with various technologies to accomplish work tasks including Microsoft Office Suite and virtual meeting platforms such as Zoom or Microsoft Teams.</li><li>• Ability to take initiative, work without direct supervision, and exercise sound, independent judgment.</li><li>• Ability to maintain confidentiality and handle sensitive material with a calm, professional, and patient demeanor.</li></ul> |

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| PREFERRED QUALIFICATIONS | <ul style="list-style-type: none"> <li>• Preference will be given to applicants who have previous federal, state, or local court experience.</li> <li>• Bachelor's or advanced degree.</li> <li>• Knowledge of legal terminology.</li> <li>• Proficiency with a wide range of technologies, including SharePoint and Adobe Acrobat.</li> <li>• Knowledge or experience with CM/ECF, the Judiciary's automated case management system.</li> <li>• Experience training individuals to become independent, autonomous employees in a self-managed team environment.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| SALARY RANGE             | <p>Court Personnel System Classification Level:</p> <p>CL 27, Step 1 – 61, \$67,136 - \$109,133 annually<br/> CL 28, Step 1 – 61, \$80,456 - \$130,821 annually</p> <p>Depending on experience and qualifications; additional promotional potential without further recruitment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| BENEFITS                 | <p>The District Court offers a generous benefit package, competitive salary, and a dedication to work/life balance including flexible schedules, ORCA transit passes (subject to funding availability), and telework opportunities. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401k), health and life insurance benefits, long term care options, annual and sick leave accrual, and eleven paid holidays per year. Judiciary employees are <u>not</u> covered by the Office of Personnel Management's civil service classification system or regulations. For additional information on employment with the federal courts, please visit <a href="http://www.uscourts.gov">www.uscourts.gov</a>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| APPLICATION INSTRUCTIONS | <p>Qualified applicants must submit the following:</p> <ul style="list-style-type: none"> <li>• Cover Letter</li> <li>• Resume</li> <li>• <a href="#">Completed AO78 Form</a> Application for Federal Employment - <i>* For this vacancy announcement (26-WAW-31), you <b>do not</b> need to complete the optional background information – questions 18, 19, and 20.</i></li> <li>• A written response of no more than two (2) pages total to the following questions: <ol style="list-style-type: none"> <li>1. Describe your leadership philosophy. Include examples that demonstrate your views on communication, performance standards, and staff development.</li> <li>2. Describe the breadth of your knowledge in court operations, jury operations, and/or case management. Connect past experiences to explain.</li> <li>3. Explain your personal interest in this position and the community it serves.</li> </ol> </li> </ul> <p>Attachments must be submitted as Microsoft Word (DOC) or Adobe Acrobat (PDF) files. Other formats are not acceptable. Applications will only be considered complete when the required attachments, with the required information in the appropriate format, are received by Human Resources. Incomplete applications and/or attachments received after the closing date may not be considered in the recruitment process. Application materials can be submitted via e- mail to:<br/> <a href="mailto:Seattle_personnel@wawd.uscourts.gov">Seattle_personnel@wawd.uscourts.gov</a></p> |

## INFORMATION FOR APPLICANTS

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Employees of the United States District Court are considered “at will” employees. Applicants selected for interviews must travel (for in-person interviews) or connect via Zoom (for remote interviews) at their own expense.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

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

The United States District Court for the Western District of Washington is an Equal Opportunity Employer. We encourage applications from all qualified individuals and seek a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran’s status, disability, religion, and socio-economic circumstance.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify Human Resources. The decision on granting a reasonable accommodation will be made on a case-by-case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. If a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk’s Office may select a candidate from the applicants who responded to the original announcement without posting the job announcement again. More than one position may be filled from this announcement.

***The United States District Court is an equal opportunity employer and values diversity in the workplace.***