



UNITED STATES DISTRICT COURT DISTRICT OF ALASKA

COURT SERVICES CLERK

Announcement Number USDC 25-03
Announcement date February 13, 2026
Closing Date February 24, 2026 (more than one position may be available)
Salary Range CL 25-27 / \$55,812 - \$109,789 (salary commensurate with experience and qualifications plus 1.49% COLA)
Location Anchorage/Fairbanks/Juneau, Alaska

POSITION OVERVIEW: The Court Services Clerk performs the full range of duties that support court services within our Operations Department. Duties include case management, public counter service, courtroom duties, and jury services. With progressively increased responsibilities, knowledge, and tasks, the Incumbent may advance through a graduated salary step process from CL25 through CL27. This position is located in the Clerk's Office of the United States District Court and reports to the Court Services Manager.

REPRESENTATIVE DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

CL 25 (\$55,812 - \$90,755):

- Answer and route incoming calls and provide exemplary customer service by providing basic information to the public, the bar, and the court, including answers regarding Case Management/Electronic Case Files ("CM/ECF"), case status, archive information, court resources, fees, and filing procedures.
- Receive and review incoming court documents for compliance with federal and local court rules.
- Assign case numbers and judges to new cases. Process and maintain case records. Retrieve files and make copies of records for parties, court personnel, and attorneys. Certify court documents. Scan and convert documents filed over the counter into pdf files.
- Process incoming/outgoing mail through scanning, copying, filing, sorting, and distribution. Route court documents to the proper department/individual. Maintain the mail meter and meter log. Receive and stamp incoming documents.
- Receive and receipt payments and secure funds. Process credit card payments.
- Operate a variety of copying and records equipment.
- Attend and assist with the orderly flow of court proceedings.
- Process transcript requests.
- Prepare, ship, and retrieve records from the Federal Records Center.
- Check-in jurors, direct jurors to the appropriate courtroom. Provide support and assistance to jurors during service; prepare attendance certificates.

- Assist with validating juror parking, arranging for refreshments, preparing juror vouchers, and any other juror support or assistance that may arise.
- Mail juror summons notices and forms.

CL 26 (\$61,479 - \$99,916):

- All duties under CL25 above.
- Open cases and enter court documents and proceedings on the electronic docket system upon receipt of initiating documents.
- Docket standard and routine orders, notices, and judgments in CM/ECF.
- Record court proceedings for U.S. Magistrate Judges. Assists with the orderly flow of proceedings, including but not limited to setting up the courtroom, ensuring the presence of all necessary participants, managing exhibits, operating electronic recording equipment (FTR), and preparing logs of recordings. Take notes of proceedings and rulings and prepare minute entries in CM/ECF.
- Process returned jury summons, including data entry and preparation of excusal letters.
- Maintain and update the inbound and outbound telephone calls through use of interactive voice response system for summoned jurors.
- Resolve routine juror candidate requests for deferral, waiver, or special needs. Prepare “failure to appear” letters and reschedule and or advise Jury Administrator on non-compliant jurors.
- Provide operational and logistical support for grand jury.

CL 27 (\$67,539 - \$109,789):

- All duties under CL25 and CL26 above.
- Record court proceedings for U.S. District Court Judges. Assist with the orderly flow of proceedings, including but not limited to setting up the courtroom, ensuring the presence of all necessary participants, managing and arranging for the custody of exhibits, operating electronic recording equipment (FTR), and preparing logs of recordings. Take notes of proceedings and rulings and prepares minute entries in CM/ECF.
- Assist litigants with the proper use of courtroom technology.
- Prepare and review required statistical reports via CM/ECF for submission.
- Maintain the Court’s calendar in collaboration with litigants, and judicial staff.
- Review incoming documents to determine conformity with appropriate rules, practices and/or court requirements.
- Verify attorneys’ authority to practice before the court.
- Check for prior or prohibited filings. Monitor for return of exhibits, instruments, and sealed documents.
- Maintain integrity of the filing system by such means as monitoring proper access to records and maintain timely and accurate filing of documents.
- Ensure that all entries in CM/ECF are appropriately linked for proper case management.
- Review cases for necessary action. Keep judges and staff informed of case progress.
- Maintain data integrity by running and analyzing reports to identify specific types and categories of errors.
- Act as a resource for CM/ECF issues and answer technical questions regarding procedures and policies.
- Receive and docket terminating documents. Close cases upon receipt of terminating documents, such as judgments and closing orders.

- Prepare deficiency notices. Review documents to determine conformity with rules, practices, and filing requirements and take appropriate follow up action.
- Prepare correspondence regarding file inquiries, docket sheets, and other file requests.
- Rule on motions as permitted by local rules.
- Assist in jury selection and maintain jury selection and attendance records.
- Draft orders and judgments.
- Perform quality control reviews on docket entries and make appropriate corrections.
- Ensure the accuracy and completeness of data and compliance with internal controls and policies.
- Monitor and record the jury questionnaire process, juror attendance, and selection.
- Assist jurors with logistical needs including lodging and travel needs.
- Conduct juror orientation.
- Maintain and update demographic and other information on juror candidates.
- Prepare records and statistics related to juror utilization and petit/grand jury panels.
- Operate the Jury Management System (JMS) and the e-juror component of JMS and other automated systems.
- Work with and coordinate needs and jury activity with chambers' staff, Clerk's Office staff, U.S. Marshals Service, U.S. Attorney's Office, Federal Public Defender's Office, and other groups to ensure the smooth operation of high-profile or protracted jury trials.
- Process payments and reimbursements for jurors.
- Prepare and provide statistical data on petit and/or grand jury panels.
- Other duties as assigned.
- Promotion potential without further competition, based on performance and budget
- Occasional travel may be required.

EXEMPLARY WORKPLACE:

The U.S. District Court Clerk's Office for the District of Alaska is committed to promoting and maintaining an exemplary workplace where all people are treated with fairness, dignity, respect, civility, and tolerance.

DESIRABLE CHARACTERISTICS:

This position requires a professional, cooperative, and friendly demeanor. Strong administrative, organizational, analytical, and communication skills. The applicant will have solid computer skills, preferably with Word, Windows, and Office 365.

- Excellent customer service skills and the ability to deal with a wide variety of people tactfully and courteously.
- Accuracy and attention to detail.
- Strong organizational skills and the ability to handle multiple assignments with frequent interruptions.
- Ability to communicate effectively both orally and in writing.
- Strong interpersonal skills and the desire to work in a team environment.
- Ability to maintain confidentiality and use sound judgment.
- Professional demeanor and strong work ethic.

MINIMUM QUALIFICATIONS:

To qualify for the position of Court Services Clerk, a person must be a high school graduate or equivalent, with a minimum of two years of generalized experience and one year of specialized experience at the CL 25-26 level and two years of specialized experience at the CL 27 grade.

HOW TO APPLY:

Qualified candidates must submit ALL of the following documents in ONE format:

- 1) A cover letter detailing how your qualifications meet the job requirements,
- 2) A current resume, and
- 3) [Application for Judicial Branch Federal Employment, form AO 78.](#)
- 4) Send ALL documents as a **single .pdf document** to: HR@akd.uscourts.gov

This position is subject to mandatory electronic direct deposit of salary payments. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal or an offer of employment, or dismissal after being employed.

The United States District Court is an Equal Opportunity Employer