

**The United States District Court  
Western District of Missouri  
Vacancy Announcement #121024**



**Position:** District Clerk's Office Team Lead/  
CM/ECF Specialist  
**Location:** Kansas City, Missouri  
**Salary:** CL 27 (\$58,939 – \$95,816)  
**Open:** December 12, 2024  
**Close:** Open Until Filled

**Overview of Position:**

This position is located in the Clerk's Office of the United States District Court for the Western District of Missouri in Kansas City. Reporting to the District Operations Manager, this role involves assisting with the supervision of the District case processing team and supporting the maintenance, upgrades, and testing of the CM/ECF system. Applicants from other districts who are open to relocation are encouraged to apply. For more information about the Western District of Missouri (WDMO), please visit [www.mow.uscourts.gov](http://www.mow.uscourts.gov).

**Primary Duties include:**

Team Lead - Supervision

The District Case Processing Team Lead is responsible for planning, distributing, and prioritizing work for the District case processing team, as well as establishing work schedules to ensure seamless workflow and timely completion of deadlines. In collaboration with the District Operations Manager, the Team Lead will contribute to the development of organizational goals and objectives, including the creation and adjustment of long-term schedules and priorities. Additionally, the Team Lead will ensure staff are informed of new or updated policies and procedures affecting the case processing department, fostering clarity and alignment across the team.

CM/ECF Specialist

Review CM/ECF reports and take necessary action as needed. Assist with the testing of new District CM/ECF system functions and releases. Maintain current knowledge of case processing and docketing procedures for all case types. Monitor LISTSERV to stay informed of issues encountered by other courts. Actively research methods and procedures used in other courts for possible local use. Customize CM/ECF by modifying the system's dictionary events and various aspects of the application. Perform other duties as assigned.

**Qualifications:**

- A minimum of two years of supervisory or managerial experience is preferred. This experience should have provided an opportunity to gain skills in developing the interpersonal work relationships needed to lead a team of employees; the ability to exercise mature judgment; and a thorough knowledge of the basic concepts, principles, and theories of management and the ability to apply management policies in the court environment. In lieu of two years of supervisory or managerial experience, demonstrate experience in leading projects, coordinating workflows, mentoring or training team members, acting as a point of contact to resolve issues, or taking on leadership roles in volunteer or extracurricular activities.
- Excellent interpersonal skills and the ability to communicate and interact at all levels, internally and externally; outstanding business communication skills, both orally and in writing; ability to develop effective working relationships with staff, customers, colleagues and all stakeholders.
- Solid computer skills including use of various Microsoft 365 products.
- Knowledge of District case processing procedures and CM/ECF.
- Applicant should have strong organizational skills and ability to problem solve.
- Bachelor's degree from an accredited four-year college or university is preferred.

**Application Procedure:**

Qualified applicants should submit a resume, detailed cover letter, 3 professional references and the AO form 78 to: Michele Nelson @ [michele\\_nelson@mow.uscourts.gov](mailto:michele_nelson@mow.uscourts.gov)