



United States Court of Federal Claims

717 Madison Place NW
Washington, DC 20439

POSITION VACANCY

Announcement Number:	CFC-2026-10-OPR
Position Title:	Case Administration Supervisor
Open Date:	October 19, 2026
Close Date:	November 13, 2026
Type of Appointment / Position:	Permanent / High Sensitive
Grade / Salary Range:	CL-28 (\$81,906 – 133,178) Promotion potential up to CL-29
Duty Location:	Washington, DC (conveniently located across from the White House and Lafayette Park, one block from McPherson Square Metro)
Who May Apply:	U.S. Citizens (or persons eligible to work in the United States)

Position Overview and Representative Duties:

The United States Court of Federal Claims is seeking to fill one (1) Case Administration Supervisor position and may fill up to two (2) positions within the court's Office of Operations located in the National Courts Building, 717 Madison Place, NW, Washington, DC. The Case Administration Supervisor reports directly to the Director of Operations and provides day-to-day supervision and oversight of the office's staff and functions. The incumbent develops, evaluates, and makes recommendations regarding the effectiveness and efficiency of work methods and procedures related to case management, court proceedings, statistical reporting, recordkeeping, and the clerical functions performed by the Office of Operations. The incumbent also advises management on operational practices and improvements to ensure the effective and efficient administration of the court's case-related and administrative functions.

No relocation expenses will be paid.

General Experience:

- Effectively supervises Operations staff, including establishing standards, assigning and reviewing work, evaluating performance, managing time and attendance, and handling disciplinary actions.
- Oversees and directs all aspects of docketing and the preparation of reports, including periodic statistical analysis. Ensures documents are processed efficiently by emphasizing diversification of duties among Operations employees, and informing them of new procedures, rules, or statutes affecting the processing and filing of cases and documents.
- Develops methods for accomplishing the work of the office and coordinates the work of the office with other court units.
- Plans work to be accomplished by Operations staff which includes setting priorities and time schedules.
- Recommends training for staff as needed.
- Supervises maintaining, reconciling and reviewing accounting records of cash receipts, registry fund, and deposit fund.
- Ensures that all cash receipt functions and related responsibilities are carried out in the absence of their staff.
- Works along with the CM/ECF Coordinator to ensure needed updates and modifications are made to the CM/ECF system. Assists the CM/ECF Coordinator with training as needed.
- Develop training and procedural manuals for case administration. Develops, maintains, and updates information made available to all users through the court's internal and external websites.
- Keeps Operations staff informed of the policies and procedures of the court.
- Develops work methods and procedures and accepts recommendations from Operations staff to increase

- productivity and quality work.
- Oversees accuracy and completeness of official case records from opening to final disposition. Checks the accuracy of daily data entries. Maintains user log errors. Reviews entries made by the court.
- Generates, analyzes, and reports quality control information.
- Advises the Director of Operations regarding trends in input errors and suggests corrective action. Develops and revises procedures for data entry. Researches and proposes solutions to various case management issues.
- Answers questions from court employees and the public.
- Performs other duties as assigned.

The successful candidate must be a self-starter who is detail-oriented, highly organized, tactful, and professional, with sound judgment, initiative, and strong prioritization and problem-solving skills. Excellent written, oral, and interpersonal communication skills are required, with the ability to clearly and professionally communicate operational information to judges, special masters, court personnel, attorneys, litigants, and the public. The candidate must work effectively and collaboratively in a team environment while demonstrating discretion, professionalism, and a commitment to excellent service.

Preference will be given to applicants who have previous federal, state, or local court experience.

Required Qualifications:

To qualify at the CL 28 level: Two years of specialized experience, including at least one year equivalent to work at the CL-27 or; completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in business or public administration, political science, criminal justice, law, or other fields closely related to the subject matter of the position.

Specialized experience:

Progressively responsible experience in or closely related to the work of the position that has provided the knowledge, skills, and abilities to perform the duties of the position successfully.

Preferred Qualifications:

The candidate must have a bachelor's degree or advanced degree from an accredited university in business or public administration, political science, criminal justice, law, or other field closely related to the subject matter of the position. Five (5) years of specialized experience which demonstrates working knowledge, skills, and abilities to successfully perform the duties of the Case Administration Supervisor may be substituted for the degree requirement.

Benefits:

- 11 paid holidays, 13-26 days paid annual leave (increases with service), 13 days paid sick leave annually.
- Family and Medical Leave Act and Paid Parental Leave after 12 months of federal, civilian service.
- Participation in the Federal Employees Retirement System (FERS). Optional participation in the Thrift Savings Plan (up to 5% employer matched contributions).
- Optional participation in the Federal Employees Health Benefits Program (FEHB), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FGLI), and the Flexible Benefits Program.
- Public transportation subsidy, on-site fitness center, Employee Assistance Program (EAP).
- Public Service Loan Forgiveness program pursuant to the term of the ([PSLF](#)) program.

How to Apply:

To apply for this position, you must combine ALL documents listed below into a single PDF file and email to uscfcjobs@cfc.uscourts.gov. Zip files and faxes will not be accepted. Please include the Title and Job Announcement Number in the subject line.

- **Cover Letter** (include the Announcement Number and the position title and address your qualifications relating to the duties and responsibilities of this position);
- **Résumé**;
- **Form AO78 Federal Judiciary Application Form** which can be found at: www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf ;
- **Three (3) business/professional references** with name, affiliation, and contact information;

- **Salary History** for prior three (3) years;
- If a current Federal Civilian Employee, your **latest Personnel Evaluation** and your **latest SF-50**; and,
- If a current or recently discharged or retired military member, your **latest Officer Evaluation Report (OER), Enlisted Evaluation Report (EER) or equivalent, and a copy of your DD Form 214.**

What to Expect Next

- The court will conduct an evaluation of each applicant's qualifications and materials after receipt of a complete application package.
- Applicants selected for an interview will be contacted. Interviews may commence immediately.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.
- This is an "Excepted Appointment" and an "At Will" position. Federal Government Civil Service classifications or regulations do not apply.
- All appointments are subject to a full background check including an FBI Fingerprint Background Check, as well as periodic reinvestigation.
- If offered employment, such employment will be provisional pending the satisfactory completion of a mandatory Fingerprint and Background Investigation. The provisional nature of your employment, however, will not affect your start date, salary, or other benefits.
- No phone calls please. Only those candidates selected for an interview will be contacted.
- The United States Court of Federal Claims is an Equal Opportunity Employer.