



**UNITED STATES  
DISTRICT COURT  
DISTRICT OF MINNESOTA**

Human Resources Office  
O: (612) 664-5440  
[HR-USDC@mnd.uscourts.gov](mailto:HR-USDC@mnd.uscourts.gov)

**Warren E. Burger Federal  
Building and U.S. Courthouse**  
316 North Robert Street  
Room 100  
St. Paul, MN 55101

**Diana E. Murphy  
U.S. Courthouse**  
300 South Fourth Street  
Room 202  
Minneapolis, MN 55415

**Gerald W. Heaney Federal  
Building and U.S. Courthouse  
and Customhouse**  
515 West First Street  
Duluth, MN 55802

**Edward J. Devitt U.S.  
Courthouse and Federal  
Building**  
118 South Mill Street  
Fergus Falls, MN 56537

**NOTICE OF JOB OPPORTUNITY  
Criminal Docket Clerk  
Vacancy Announcement #2026-05**

**ANNOUNCEMENT DATE:** February 11, 2026

**CLOSING DATE:** Open Until Filled; preference given to applications submitted by February 25, 2026, 4:00 p.m. Central Time

**POSITION:** Criminal Docket Clerk, Full-time

**STARTING LEVEL/SALARY:** CL 25 (\$53,814 - \$87,505/annually)

**AREA OF CONSIDERATION:** Open to all sources (Internal and External)

**LOCATION:** Minneapolis or St. Paul, MN

**POSITION OVERVIEW**

This position will be located in the Clerk's Office at the Minneapolis or St. Paul Courthouse of the U.S. District Court for the District of Minnesota. The Criminal Docket Clerk provides support to magistrate judges in criminal pretrial matters and documentation. The Criminal Docket Clerk is responsible for maintaining and processing case information and managing the progression of cases. The Criminal Docket Clerk attends hearings, creates summary entries within the case docket, performs quality control, and maintains the court record.

**REPRESENTATIVE DUTIES**

The following representative duties are not all encompassing.

- Support magistrate judges in scheduling and documenting criminal pre-charge hearings.
- Assign and open criminal cases, attend hearings in both Minneapolis and St. Paul, and prepare minutes for initial appearances, arraignments, and hearings for preliminary detention, detention, removal, and revocation.
- Coordinate with the U.S. Marshal Service, U.S. Probation and Pretrial Services Office, Federal Public Defender, and U.S. Attorney's Office, to schedule hearings, prepare pretrial documents, coordinate search warrant signings, and schedule interpreters and court reporters.
- Prepare written and oral communications, including writing, editing, and proofreading documents and orders.
- Maintain minutes of proceedings and electronically post documents to the docket.



- Distribute release documents to the appropriate facility for signature and to parties.
- Process search warrants, electronic investigation documents, and applications for nondisclosure and extension documents. Must be detailed orientated with Search/Seizure Warrants: appointment scheduling, AUSAs, agents, documents, and signatures. All of this needs to be handled in a timely fashion.
- Respond to communications regarding hearings, warrants, arrests, and scheduling requests.
- Respond to inquiries and provide assistance to the public.
- Review Central Violations Bureau (CVB) cases before magistrate judges, meet with judicial officers and U.S. Attorney's Office, attend CVB hearings, create warrants and summons when appropriate and update disposition docket.
- Create and send video conference hearing information to all parties. Host and record video conference hearings, setting up private virtual chat rooms and interpreter channels as needed.
- Print and store Grand Jury documents in the designated secure room.
- Scan and file archived magistrate files as time allows.
- Perform other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

The successful applicant must have graduated from high school (or equivalent), have at least one year of general experience in clerical and office work, and at least one year of specialized administrative experience. Excellent customer service skills, attention to detail, ability to take directions from others, and excellent organization skills are required. Ability to work in a fast-paced environment.

Specialized experience is defined as 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 specialized terminology and automated software and equipment for word processing, data entry or report generation.

### **PREFERRED QUALIFICATIONS**

- Two or more years of specialized experience, as outlined above, is preferred.
- Work experience in a legal setting or court.
- An associate or a bachelor's degree is preferred.

### **ENVIRONMENTAL DEMANDS**

- Work is performed primarily in an office setting.
- Some travel to other offices for coverage is required.
- Frequent lifting of boxes and moving of equipment may be required.

### **APPLICATION INFORMATION**

To apply, email the PDF documents to [hr-usdc@mnd.uscourts.gov](mailto:hr-usdc@mnd.uscourts.gov) and add "2026-05 Criminal Duty Clerk" in the email subject line.



**Please include the following in PDF format:**

- Application for Employment (AO78) Found here - <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>; and
- Three professional references; and
- A cover letter stating why you are interested in this Criminal Duty Clerk position.

All application materials received will be reviewed to identify the best qualified candidates. All application materials must be attached to the email address as directed.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, and to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice.

**CONDITIONS OF EMPLOYMENT**

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Judiciary employees serve under excepted appointments and are considered “at-will” and may be terminated with or without cause or notice by the court. Employees of the U.S. District Court are not classified under Civil Service.

The U.S. District Court requires employees to adhere to the [Code of Conduct for Judicial Employees](#). This position is also subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

The final candidate is subject to FBI Fingerprinting and a background investigation, including criminal history. Employment is provisional and contingent upon a successful background check.

**BENEFITS**

Pay is only part of the generous total compensation package you will receive while working for the federal Judiciary. We offer employees a diverse group of benefit programs and family friendly flexibilities to meet the needs of you and your family.

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- 12 paid holidays.
- Extensive health, life, dental, vision, and long-term care insurance plans.
- A defined benefit pension plan.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax transportation, medical, and childcare reimbursement accounts.
- Transit Subsidy Program.
- Free on-site fitness center.
- More information about our valuable benefits found on <https://www.uscourts.gov/careers/benefits>

**The U.S. District Court is an Equal Opportunity Employer**