



**UNITED STATES
DISTRICT COURT
DISTRICT OF MINNESOTA**

Human Resources Office
O: (612) 664-5440
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
SENIOR OPERATIONS GENERALIST
Vacancy Announcement #: 2026-08**

ANNOUNCEMENT DATE: July 31, 2026

CLOSING DATE: Open Until Filled; preference given to applications submitted by August 14, 2026, 4:00 p.m. Central Time

POSITION: Senior Operations Generalist, Full-time

STARTING LEVEL/SALARY: CL 26 (\$59,277 - \$96,338/annually)

AREA OF CONSIDERATION: Open to all sources

LOCATION: Minneapolis, MN

POSITION OVERVIEW

This position is located in the Clerk's Office in the Minneapolis Courthouse of the U.S. District Court for the District of Minnesota. The Senior Operations Generalist is a leadworker in the areas of intake, jury, attorney admissions, Central Violations Bureau (CVB), criminal duty, and records and responds to complex questions in all these areas. The Senior Operations Specialist coordinates intake, jury, attorney admissions, CVB, and criminal duty.

REPRESENTATIVE DUTIES

- Create, update, organize and maintain procedures for all positions on the Operations Team.
- Serve as backup to staff in all team areas, including criminal duty.
- Serve as backup to the jury clerks to prepare vouchers for juror and vendor payments, including jury fees, mileage, lodging, and parking costs.
- Serve as a backup to the Minneapolis intake clerk for daily cashiering duties.
- Manage case-related records including attorney admissions and case records. Coordinate the



electronic conversion of paper records to the Electronic Case Management system.

- Monitor the processing of any record requests, including digital recording requests.
- Review, manage and take action on all applications for a pro se litigant to file electronically in ECF. Create a report for these pro se applications and manage accordingly.
- Coordinate and lead the attorney admissions process including the yearly re-registration process.
- Coordinate and schedule the yearly attorney admission calendar with chambers.
- Reconcile and manage the payments and reports including the Internet Payments Made Report. Assist with processing refunds and voids in pay.gov when appropriate.
- Test NextGen upgrades including the Central Sign-On process and case opening.
- Backup staff to provide accurate answers to in-person questions, helpdesk calls, and email communications to assist attorneys, public and pro se litigants with filing questions and case status.
- Serve as the lead in answering staff questions in the areas of jury, intake, records, criminal duty and attorney admissions.
- Coordinate and ensure coverage and assignment of work for jury, intake, records, criminal duty and attorney admissions. Ensure office coverage in assigned areas. Update the central Operations Calendar with assigned duties and daily changes.
- Communicate scheduling updates and procedural updates with the team.
- Prepare team meeting minutes and agendas.
- Participate in special projects as directed.
- Assist with records cleanup and shipping records to Federal Records Center.
- Serve as team lead and delegate items to others as appropriate.
- Be a first point of contact for the team and troubleshoot issues as they arise.
- Assist supervisor in hiring and coordinating training of new staff.



- Assist with coordinating and staffing Twin Cities Central Violation Bureau (CVB) hearings and update CVB disposition docket.

MINIMUM QUALIFICATIONS

The successful applicant must have graduated from high school (or equivalent), have at least two years 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.
- An associate or a bachelor's degree is preferred.
- Prior federal court is highly desired.
- Prior legal experience is highly desired.

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 and add "2026-08 Senior Operations Generalist position" 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
- A cover letter stating why you are interested in this Senior Operations Generalist position.

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

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

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- 12 paid federal 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.
- On-site fitness center.
- Opportunity for hybrid work arrangement and alternative work schedules.

Employees of the U.S. District Court are not classified under Civil Service.

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