



United States Court of Appeals for the Sixth Circuit

CALENDAR CLERK

Cincinnati, OH Full-Time

\$61,593 - \$83,440*

About the Court

The Sixth Circuit offers a positive culture with a team of dedicated professionals.

The United States Court of Appeals for the Sixth Circuit hears appeals from the courts located within the circuit and decisions of federal administrative agencies.

Headquartered in the historic Potter Stewart Courthouse in Cincinnati, the Sixth Circuit serves Kentucky, Michigan, Ohio, and Tennessee.

About Cincinnati

The Cincinnati region is booming! Located on the banks of the Ohio River, we have old city charm with a contemporary vibe. We enjoy a diverse and energetic population who are transforming the area into **one of the top places to live in the country.**

Explore our remarkable city at cincinnati.chamber.com and check out our awards at cincyusa.com.

The United States Court of Appeals for the Sixth Circuit is seeking a detail-oriented Calendar Clerk to join our team.

Overview of Duties

The Calendar Clerk analyzes, coordinates, and performs technical and professional work related to operational processes, quality control, and management of the court's oral argument calendar and case management systems. The major responsibilities and duties include the following:

- Maintain pool of cases ready for placement onto court's argument calendar, ensuring all procedural issues in these cases have been resolved. Identify mature cases requiring special treatment.
- Review appeals cases for possible judge recusals or removals (e.g. conflict of interest). Develop tentative oral argument calendar, assigning cases to each panel in accordance with criteria developed by the court. Review proposed calendar for outstanding procedural matters, adjusting as necessary. Circulate a proposed calendar to the court; consult with appropriate judges concerning case substitutions, additional recusals or removals, adjustments to sequence, or time allocations. Produce final calendar in the form and manner required.
- Issue timely notices of argument to counsel and involved parties of date, location, and requirements of the hearing or submission of each calendared appeal, and follow-up when responses to notices are not received.
- Collect, review, audit, and analyze data and information for calendaring and case management. Prepare documents to identify findings and develop written recommendations for changes. Develop a variety of reports based on historic and current data, including statistics.
- Analyze operational practices and procedures. Work closely with supervisors and managers to identify and solve procedural problems and impediments to calendaring and case management. Recommend improvements to work processes, operating methods, and computer programs.
- Troubleshoot, research, and make appropriate changes to the calendar and case management programs. Coordinate and implement new functionality. Coordinate and participate in testing of new operational procedures and/or major system enhancements. Collaborate with Information Technology to develop or customize calendaring programs/systems.
- Prepare, update, examine, and analyze a variety of regular and non-standard reports. Design, develop, and maintain spreadsheet formats and programs for analyzing information.
- Identify and document training gaps and needs in calendaring, working with management to develop and deliver training.
- Provide courtroom support as primary, backup, or setup courtroom deputy. Serve as backup to intake deputies, when required.

POSITION QUALIFICATIONS

Required: Two years related experience in court, legal setting, government agency, or equivalent environment. Highly precise, detailed, and self-organized. Strong communication and interpersonal skills. Ability to communicate effectively, both orally and in writing. Excellent customer service skills. Ability to work with a wide variety of people in different circumstances, both inside and outside the court. Sound judgment and the ability to exercise absolute discretion in dealing with confidential information. Initiative and ability to work independently and as part of the team. Ability to work under pressure and within the constraints of conflicting deadlines. Proactive, problem-solving approach.

Preferred: Experience with legal documents and/or the application of statutes and rules/regulations, and the use of legal terminology. Experience with electronic case-management systems.

COMPETITIVE TOTAL REWARDS

ENJOY WORK/LIFE BALANCE

Compensation*: \$61,593 - \$83,440 (CL 27 up to Step 35) (*Salary commensurate with qualifications)

Benefits: Employer subsidized health and life insurance plans. Dental and vision insurance plans. Flexible spending accounts for health care, dependent care, and commuter expenses. Eligibility for Public Service Loan Forgiveness Program and mass transit subsidies. On-site fitness center. Federal retirement entails a pension plan (FERS-FRAE) and employer-matching Thrift Savings Plan (similar to a 401K). Retirees may carry insurance plans into retirement while paying the same premiums as employees. Visit www.uscourts.gov/careers/benefits to learn more about the Judiciary's competitive benefits.

Work/Life: Annual time off - 13 vacation days, 13 sick leave days, and 11 paid holidays. Vacation days increase to 20 days after three years and to 26 days after fifteen years. Hybrid telework schedule may be available.

HOW TO APPLY

Please submit a single PDF application packet, including (1) a cover letter addressing your qualifications and experience in relation to the job duties *and* how you learned of the position, (2) a current resume, to the Director of Human Resources via the Resume button on our [online application system](#). Position is open until filled; preference given to applications received by **August 29, 2025**. Virtual first round interviews available.

CONDITIONS OF EMPLOYMENT

The selected candidate is provisionally hired pending results of background check and fingerprinting. Employees are required to adhere to the [Judicial Code of Conduct for Judicial Employees](#). Electronic Fund Transfer for payroll direct deposit is required. Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. For citizenship requirements and additional information about careers in the Judiciary, visit www.uscourts.gov/careers. The Court reserves the right to modify the conditions of this announcement, or to withdraw the announcement for any reason without notice.