



DISTRICT COURT OF GUAM
Employment Opportunity
Announcement No. 26-0001

Position Title:	Case Administrator
Type of Appointment:	Full-Time, Permanent
Grade Level:	Court Personnel System – CL-25 (with promotional potential to CL-26 without further competition)
Salary Range for CL-25:	\$49,361.00 – \$80,265.00 plus 11.88% tax free COLA (Dependent upon qualifications and experience)
Location:	Hagåtña, Guam
Opening Date:	Monday, March 9, 2026
Closing Date:	Open until filled (priority given to applications received by Friday, March 20, 2026, at 3:00 p.m., ChST)
Area of Consideration:	Open to all qualified individuals. More than one position may be filled from this vacancy announcement.

MISSION:

The mission of the District Court of Guam is to administer justice and to uphold the rule of law. To that end, we ensure decisions are issued in an impartial and timely manner, and we guarantee equal access to the court. We strive to improve the public trust and confidence in our court system by efficiently and effectively performing our duties with respect and fairness.

POSITION OVERVIEW:

This position is located at the Clerk's Office of the District Court of Guam in Hagåtña. The incumbent is fully proficient in the administration and maintenance of the official case records. The incumbent monitors the completion of the required procedural steps and performs the necessary noticing and administrative and clerical tasks. The responsibilities of the Case Administrator include civil, criminal, bankruptcy, and miscellaneous docketing from case opening to final disposition while ensuring that all automated entries are appropriately linked for proper case management; reviewing filed documents to determine conformity, taking appropriate action, and ensuring that all orders and automated entries are appropriately and accurately docketed; processing appeals; performing customer service and cashiering duties for the purpose of providing procedural information and collecting court fees; back-up coverage for team members and other departments as required; calendaring; statistical reporting; filing; scanning; intake; furnishing information to individuals within and outside of the court; and other duties as assigned, including courtroom duties. The position requires a great deal of flexibility as the Case Administrator will be responsible for a variety of clerical tasks in support of the Clerk's Office and chambers.

QUALIFICATIONS:

To qualify for the position of Case Administrator, an applicant must possess a high school diploma or equivalent, two years of general experience, and one year of specialized experience. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the position's duties.

Specialized experience is 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. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

COURT PREFERRED SKILLS:

Court preferred skills include the strong ability to read, write, and comprehend the English language, and to communicate effectively; the ability to deal with people tactfully and courteously, both in the office environment and in the courtroom; good organizational skills and experience in handling multiple workload demands; good typing skills; and experience with Microsoft Word, internet browsers, and the Judiciary's electronic case filing system (CM/ECF).

Other preferred skills include broad knowledge of the purpose and content of each document or event to summarize, make docket entries and take the appropriate actions; good knowledge of applicable procedural rules; skill in use of automation systems, and the ability to communicate information accurately and timely to individuals within and outside the court unit.

This position has varied responsibilities and requires a motivated individual who is able to work and complete projects with minimal supervision. Continuous tracking of cases, including the relationships of case events and their status, is required. Interruptions for questions from the court and the public necessitate a high level of concentration to avoid errors and complete work in a timely manner. Candidates must possess a professional demeanor, good judgment, and be a team player.

SPECIAL WORKING CONDITIONS:

Applicants may be required to travel and work after hours in addition to regular hours.

CONDITIONS OF EMPLOYMENT:

This position falls within the Judicial Branch of the U.S. Government. The District Court of Guam requires employees to adhere to the Judicial Code of Conduct which is available upon request. The selected applicant will be subject to a background check or investigation, which includes a FBI fingerprint check, and retention depends upon a favorable suitability determination. All District Court of Guam employees are "at will" employees and serve at the pleasure of the court. This position is subject to mandatory participation in Electronic Fund Transfer (EFT) for payroll deposit. **Applicants must be United States citizens or eligible to work in the United States.**

APPLICATION PROCEDURE:

Qualified applicants can submit their application packet electronically via email to employment@gud.uscourts.gov and reference in the subject line: Case Administrator I Position - Vacancy Announcement No. 26-001. The following documents must be submitted in a single PDF file:

- (i) a cover letter;
- (ii) a resume; and
- (iii) a completed and signed Application for Federal Judicial Branch Employment (AO-78). Attaching a resume in lieu of completing the Form AO-78 or answering the questions on Form AO-78 by simply referencing an attached resume is not sufficient.

Application packets can also be submitted via hand delivery or via mail to the District Court of Guam, Attention: Human Resources Department, 520 W Soledad Ave., FL 4, Hagåtña, GU 96910. A copy of this announcement and the Application for Federal Judicial Branch Employment (Form AO-78) are available at the Clerk's Office or on the court's website at <http://www.gud.uscourts.gov>.

This announcement will remain open until the position has been filled. Priority consideration will be given to applications received by Friday, March 20, 2026, at 3:00 p.m., ChST. The court may only communicate with individuals who will be invited for an interview. Failure to comply with the above-required application procedures may result in the application not being considered. All application information is subject to verification. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The District Court of Guam reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. This position falls within the Judicial Branch of the U.S. Government. Employees of the District Court of Guam serve under excepted appointments and are considered "at will" and can be terminated with or without cause at any time.

The District Court of Guam is an Equal Opportunity Employer.