



**UNITED STATES DISTRICT AND BANKRUPTCY COURTS
FOR THE
DISTRICT OF COLUMBIA**

POSITION: Courtroom Deputy II
(Multiple Vacancies Will Be Filled With this Announcement)

LOCATION: Washington, DC

SALARY RANGE: CL 27 (\$51,713 - \$84,056)
Salary determined by work experience, prior/present pay history and previous federal government experience.

Opening Date: March 8, 2016

Closing Date: March 29, 2016

POSITION OVERVIEW

This position is located in the Operations Division of the Clerk's Office of the United States District and Bankruptcy Courts for the District of Columbia. The Courtroom Deputy reports to an Operations Supervisor. The Courtroom Deputy will be assigned to an Article III Judge.

The incumbent will have daily contact with the staff of the Clerk's Office, the public, and the bar, and will perform a full range of duties.

DUTIES AND RESPONSIBILITIES SUMMARY

Updates and maintains control records of cases assigned to the Judge.

Examines all electronic filings in an action assigned to the Judge to determine if they conform to the rules of practice.

Maintains the Judge's calendar and regulates the movement of cases by setting or resetting dates and times for hearings on motions, pretrial hearings and trials. Notifies counsel accordingly, and follows cases through until conclusion.

Prepares or supervises the preparation of calendars and prepares special reports for the Judge on the status of cases assigned to the Judge.

Reviews information relating to pending cases to ensure that all records and reference materials are available for use by the judge and counsel.

Communicates daily with Judges, judicial staff, United States Marshal, members of the bar, jurors and the general public.

Attends court sessions and conferences. Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Takes notes of proceedings and rulings and prepares minute entries. Drafts judgments for the judge's approval.

Acts as liaison among the clerk's office, the bar and the judge to ensure that cases proceed smoothly and efficiently. Serves as a primary source of information on scheduling conferences, hearings, trials, and other case processes.

Serve as additional support to other areas of the Operations Division as needed and assigned.

EDUCATION AND QUALIFICATIONS

The successful candidate **must** at a minimum have a high school diploma or the equivalent. A bachelor's degree from an accredited four-year college or university is preferred. Education above high school level may be substituted for general experience.

Prospective candidates should have a minimum of three years responsible specialized experience to include progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws.

Legal/court experience highly preferred, but not required.

The ability to communicate effectively both orally and in writing is critical.

Must have excellent interpersonal skills and be able to effectively communicate with staff to determine needs and maintain complete and accurate records and files.

Excellent organizational skills, the ability to respond to requests on short notice and the ability to manage multiple tasks and stringent deadlines, are essential.

Must be proficient in Microsoft Word, Word Perfect and other computer applications.

BENEFITS

This position appointment is entitled to a generous benefits package which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Credit for prior government service towards leave accrual rates and retirement

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.

Employees of the United States District Court are **Excepted Service Appointments**. Excepted service appointments are at will and can be terminated with or without cause by the court.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

Final candidates must be able to pass a security clearance.

APPLICATION INFORMATION

Qualified persons interested in being considered for this position are invited to submit an application packet composed of a completed AO 78- Application for Judicial Employment, a resume detailing all relevant experience, education and

skills and a cover letter explaining how their experience relates to the position requirements.

All application packet materials are to be submitted via mail to:

**Human Resources Department
United States District and Bankruptcy Courts, DC
333 Constitution Avenue, NW
Suite 1525
Washington, DC 20001**

Or

Via email to: DCD_HumanResources@dcd.uscourts.gov

The AO 78- Application for Judicial Employment form can be located on the court internet site, www.uscourts.dc.gov

If your application packet does not provide all information materials requested, you will lose consideration for this position.

Only applicants selected to proceed to the next phase of the selection process will be notified.

Unsuccessful applicants will not receive notice.

Applicants selected for interviews must travel at their own expense.

Equal Opportunity Employer