

UNITED STATES DISTRICT COURT
Middle District of Georgia
www.gamd.uscourts.gov

VACANCY ANNOUNCEMENT

Position: COURTROOM DEPUTY
No. of Vacancies: 1
Location: Albany, Georgia
Opening Date: November 26, 2014
Closing Date: December 26, 2014, or until position is filled
Salary: CL 27 (\$46,365 - \$75,407)
Based Upon Qualifications and Experience

Description of Duties:

Courtroom deputies perform general or specialized court or courtroom functions such as electronic court recording operator (ECRO) duties, calendaring, and/or similar courtroom services work. The duties involve managing the judge's caseload, attending and logging court proceedings, processing orders, and recording proceedings. This job entails a high level of knowledge and complexity regarding court or courtroom operations. In addition, they function at the fully proficient level of courtroom work, including complete calendar responsibilities, scheduling conferences, hearings, trials, monitoring deadlines, monitoring filing of pertinent documents, generating reports and processing orders.

Performs duties associated with digital court recording (e.g. records court proceedings, processes multi-media duplication and transcript requests, and catalogs recordings) and ensures all electronic equipment is functioning properly, including setting up and troubleshooting electronic evidence presentation systems. Assists with courtroom proceedings, assures the presence of all necessary participants, swearing in of witnesses, coordinating telephonic hearings, operating digital recording system, and managing exhibits and sealed documents admitted during court proceedings. Takes notes of proceedings, rulings, notices, and prepares minute entries electronically.

Qualification Requirements:

Ability to organize, plan, direct and review daily work of others • Excellent oral and written communication skills • Ability to produce accurate, thorough, and high quality work products • Demonstrate a high level of knowledge of district court rules and procedures • Ability to communicate effectively with the judge, chambers staff, and attorneys • Demonstrated skill in using personal computers, word processing software, Internet browser, electronic mail, and other software applications • Initiative and ability to work independently • Ability to think logically, research matters, and solve problems • Demonstrated reliability and punctuality

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Minimum Qualifications:

Applicants must at a minimum have a high school diploma or equivalent. Two years of general clerical experience plus three years specialized experience (progressively responsible experience related to the processing of legal documents, use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws).

Desired Qualifications:

A Bachelor's degree from an accredited 4 year college or university. CM/ECF experience. Knowledge and understanding of the policies and procedures of the court. Thorough understanding of case management process from inception to closing. Understanding of how other processes in the Clerk's Office relate to his/her position.

How to Apply:

Qualified applicants must submit the following: (1) a cover letter; (2) a resume that details years of experience, including names and addresses of employers, dates of employment, functions managed, number and composition of personnel supervised, and salary history; (3) an Application for Judicial Branch Federal Employment (Form AO78); and (4) a list of at least three professional references, with current contact information. Applications should be received at the below address.

The Application for Judicial Branch Federal Employment (Form AO78) is available at <http://www.uscourts.gov/forms/AO078.pdf>

Please submit application materials in an envelope **MARKED CONFIDENTIAL to:**

Human Resources Service Specialist
United States District Court
P. O. Box 128
Macon, Georgia 31202

Notice to Applicants: The United States District Court is an **Equal Opportunity Employer**. Employees of the United States District Court are required to adhere to a Code of Conduct, copies of which are available upon request. The United States District Court is part of the Judicial Branch of the United States Government. Employees of the United States District Court are considered AT WILL employees. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The court will not pay for any interview or relocation expenses. Applicants must be United States Citizens or eligible to work in the United States.

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****BENEFITS****

All permanent and temporary indefinite employees of the Clerk's Office are afforded the following benefits:

LEAVE AND HOLIDAYS:

- 10 paid holidays
- 13 paid vacation days for less than 3 years of service
- 20 paid vacation days for 3 or more years of service but less than 15 years
- 26 paid vacation days for 15 or more years of service

SALARY INCREASES:

Employees have excellent opportunities for salary increases, based upon performance.

COMMUTER REIMBURSEMENT BENEFIT: OPTIONAL

Employees may enroll to set aside money from their gross salary (before taxes are withheld) for eligible expenses incurred when commuting to work. Eligible expenses include parking.

HEALTH BENEFITS:

Employees may participate in any one of the several health insurance programs offered. The government pays a portion of the premium for health insurance.

DENTAL/VISION INSURANCE: OPTIONAL

Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee; however, the premium is deducted on a pre-tax basis.

Eligibility For LONG TERM DISABILITY PLAN

LIFE INSURANCE: OPTIONAL

Employees may participate in the Federal Employee's Group Life Insurance (FEGLI) program. The government pays one third of the cost of the basic life insurance premium.

FLEXIBLE BENEFITS: OPTIONAL

Employees may participate in the Federal Judiciary Flexible Benefits Program which includes a Premium Payment Plan which offers employees the choice of having health benefits deducted from their pay either before taxes or after taxes and a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.

LONG-TERM CARE INSURANCE: OPTIONAL

Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefits. Spouses, parents, parents-in-law, grandparents and grandparents-in-law are also eligible.

RETIREMENT:

Employees participate in the Federal Employees Retirement System (FERS).

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THRIFT SAVINGS PLAN: OPTIONAL

The Thrift Savings Plan (TSP) is a retirement savings and investment plan for Federal employees. The TSP allows employees to make voluntary tax-deferred contributions through payroll deductions. Eligible employees' contributions are matched dollar for dollar for the first three percent and fifty cents on the dollar for the next two percent each pay period. As a TSP participant, you can invest any portion of your account in the six investment funds.