

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

VACANCY ANNOUNCEMENT

Position: COURTROOM DEPUTY
Vacancy No: 2018-07
No. of Vacancies: 1 (Full-Time Permanent)
Location: Macon, Georgia
Opening Date: July 9, 2018
Closing Date: July 23, 2018, or until position is filled with preference
given to applications received by July 23, 2018
Salary: CL 26/CL 27 (\$44,562 - \$79,617)
Based Upon Qualifications and Experience

Description:

The Clerk's Office of the United States District Court for the Middle District of Georgia, Macon Division, is accepting applications for a full-time, permanent Courtroom Deputy position. The Court is seeking self-motivated individuals who possess a strong work ethic and have excellent interpersonal, automation, and analytical skills. This position performs general or specialized court or courtroom functions. Occasional travel is required.

Examples of Duties:

Courtroom deputies perform general or specialized court or courtroom functions such as 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. Perform case administration duties and other related duties as assigned.

COURTROOM DEPUTY

Typical Qualifications:

- 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
- Demonstrates a high level of knowledge of district court rules and procedures
- Ability to communicate effectively with the judge, chambers staff, and attorneys
- Demonstrates 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
- Demonstrates reliability and punctuality

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).

Preferred 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

Supplemental Information:

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. All new selectees are subject to a background check or investigation and subsequent favorable suitability determination. All new selectees are subject to a background check or investigation and subsequent favorable suitability determination. Selectees to high-sensitive positions are subject to updated background investigations every five years.

The United States District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time before the closing, any of which actions may occur without any prior written or other notice.

COURTROOM DEPUTY

How to Apply:

Qualified applicants must apply online at <https://www.governmentjobs.com/careers/gamduscourts> application must include 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 which is available at <http://www.uscourts.gov/forms/AO078.pdf>); and
- (4) a list of at least three professional references, with current contact information.

EMPLOYEE BENEFITS:

The United States District Court is part of the Judicial Branch of the United States Government. Court employees are entitled to the same benefits as other federal employees. These benefits include:

- 10 paid holidays per year;
- Paid annual leave in the amount of 13 days per year for the first three years of employment; 20 days after three years; and 26 days after fifteen years of federal service;
- Paid sick leave in the amount of 13 days per year;
- Mandatory participation in the Federal Employees Retirement Program and Social Security Retirement Program;
- Optional participation in the Thrift Savings Plan (TSP);
- Optional participation in the Federal Employees Health Benefits (FEHB), Federal Employees Dental and Vision Plans (FEDVIP), and the Judiciary's Flexible Spending Programs.
- Optional participation in the Judiciary's Long-Term Care Insurance Program.

For more information on benefits, see <http://uscourts.gov/careers/benefits>.