

■ CAREER OPPORTUNITY ■



UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

Announcement: #20-10
Title: COURTROOM DEPUTY
Position Type: Full-Time Permanent
Location: Grand Rapids, Michigan
Closing Date: November 6, 2020 (By 4:30p.m. EST)
Salary Range: CL 25 (\$42,302 – 68,808)*
CL 26 (\$46,600 – 75,750)*

A great career opportunity is available with the U. S. District Court for the Western District of Michigan. Applications are being accepted for a full-time Courtroom Deputy to Magistrate Judge Sally J. Berens. Courtroom Deputies are responsible for managing the magistrate judge's caseload, attending and logging court proceedings, processing orders, and recording proceedings in accordance with approved local court procedures and rules.

**Starting salary commensurate with work experience, prior/present pay history, and previous Federal court experience.*

DUTIES & RESPONSIBILITIES

- **COURTROOM DUTIES** - Records court proceedings. Attends court sessions and conferences. Assists with the orderly flow of proceedings including setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Takes notes of proceedings, rulings, notices and prepares and files minute sheets. Swears in witnesses and interpreters, as well as other parties, before the court. Processes transcript requests and answers questions from parties and the public regarding obtaining transcripts.
- **CRIMINAL CASE ADMINISTRATION** - Reviews the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and makes summary entries on the docket of all documents and proceedings. Enters documents and/or events in automated system according to court policy. Reviews reports for necessary actions. Answers inquiries on case status, ensuring confidentiality of any sensitive information. Keeps judge and immediate staff informed of case progress for proceedings.

- **JURY** - Ensures jury clerk is aware of upcoming trials, needs for jurors, etc. Assists the judge and parties in jury selection. Acts as liaison between the clerk's office, the bar, the public and the judge to ensure that cases proceed smoothly and efficiently. Maintains contact with counsel during deliberations.
- **CUSTOMER SERVICE** – Provides basic information to the public, bar, fellow staff, and the court.
- **ADMINISTRATIVE** - Prepares correspondence and distributes documents, notices, judgments, and orders.
- **OTHER** – Participates in on-going training and professional development activities. Participates in work groups that focus on system and operational efficiencies and improvements. Serves as backup to Judicial Assistant and other courtroom deputies, as needed. Performs other duties as assigned.

QUALIFICATIONS

To qualify for this position, the candidate must be a high school graduate or equivalent, and possess two years of general experience and one year of specialized experience at a qualifying level as noted below:

- CL-25 One year of specialized experience equivalent to work at CL-24.
- CL-26 One year of specialized experience equivalent to work at CL-25.

General Experience: Progressively responsible professional administrative, clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. **Specialized Experience:** Progressively responsible 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. Outside of court system, 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. **Education Substitutions:** Education above the high school level may be substituted for required general experience on the basis of 1 academic year (30 semester or 45 quarter hours) equals one year of experience. Note: Education may not be substituted for specialized experience because this position requires hands-on experience to be credited as specialized experience.

The successful candidate must possess experience working in an electronic environment with various technologies to accomplish work; must be reliable and highly organized; have excellent communication (oral and written) and interpersonal skills with the ability to work well with others; ability to manage several priorities at one time; strong customer service skills, and have a professional demeanor.

COURT-PREFERRED QUALIFICATIONS

- Knowledge of legal terminology and federal court procedures
- Previous court or courtroom experience
- Demonstrated experience working in a team environment to deliver professional customer service
- Experience with electronic case filing system
- Bachelor's degree from an accredited institution

BENEFITS

Employees of the U.S. District Court have access to an excellent benefits package which includes the Federal Employees Retirement System (FERS), Thrift Savings Plan (like 401k), health, life, dental & vision insurance, long-term care insurance, flexible spending program, 10 paid holidays per year, and a leave accrual program. (**NOTE:** For FERS retirement, employees contribute to the Basic Benefit Plan through payroll deductions and receive a benefit, which is calculated at retirement. Employees appointed on or after January 1, 2014 *automatically contribute 4.4%* of their base pay each paycheck to the Basic Benefit plan.) Additional information about federal judiciary employee benefits and compensation can be found at <http://www.uscourts.gov/Careers.aspx>.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the United States. Judiciary employees serve under excepted appointments. Judiciary employees are considered “at will” and are not covered by federal civil service classifications or regulations. The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. Reimbursement of travel and/or relocation expenses is not authorized. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. Appointment is provisional and contingent upon successful completion of an FBI fingerprint background check. All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. The U.S. Courts require employees to adhere to the [Code of Conduct for Judicial Employees](#).

HOW TO APPLY

For consideration, qualified applicants must provide the following:

- a cover letter that includes a statement that describes how their previous experience has prepared them for this position;
- a completed *Application for Judicial Branch Federal Employment*, AO78 form, available at <http://www.uscourts.gov/formsandfees/forms/AO078.pdf>;
- a detailed resume, and
- contact information for three professional references.

Incomplete or late applications will not be considered. Required documents must be sent via email and received by 4:30p.m. EST on **November 6, 2020**. Please email all required documents in pdf format, preferably in one document, to human_resources@miwd.uscourts.gov. **No phone calls please.**

EQUAL OPPORTUNITY EMPLOYER