



## UNITED STATES DISTRICT COURT– SOUTHERN DISTRICT OF IOWA

**POSITION:** Courtroom Deputy

**LOCATION:** Des Moines, IA

**OPENING DATE:** Friday, May 28

**CLOSING DATE:** Open Until Filled

**CLASSIFICATION LEVEL/SALARY RANGE:** CPS CL-26/27 (\$47,071-\$84,059); salary is based on experience and qualifications in accordance with the Court Personnel System.

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### POSITION OVERVIEW

This position is part of the Clerk of Court's Office with the primary duty station at the United States Courthouse in Des Moines, Iowa, supporting United States District Judge Rebecca Goodgame Ebinger. Occasional overnight travel to divisional offices is required. The Courtroom Deputy is responsible for courtroom functions such as managing caseloads, attending court proceedings, preparing and filing a variety of documents and orders, and maintaining the court calendar. The incumbent performs docketing and quality assurance work from case opening to final disposition.

### DUTIES AND RESPONSIBILITIES

Ensure that all documents are accurately filed, monitoring the filing of pertinent documents and timely responses to judicial orders, and setting dates and times for hearings, trials, and other court proceedings.

Review information relating to pending cases to ensure that all records and reference materials are available for use by the Court and staff.

Attend court sessions and conferences. Assist with the orderly flow of proceedings including, but not limited to, preparing materials for the Court, setting up the courtroom, managing exhibits, taking notes of proceedings, and preparing minute entries and other associated documents for filing.

Assist the Court and parties in jury trials by preparing materials for the Court, communicating with the parties and other Court staff, maintaining records of all trial proceedings, and attending the entirety of the trial.

Make summary entries of all documents and proceedings and ensures that entries are appropriately linked to related documents.

Answer inquiries on case status and court procedures.

Close cases upon receipt of terminating documents, such as judgments, memorandum and orders, and voluntary dismissals.

Process modifications requested by the Court and supervisors. Run docket activity and deadline reports and take appropriate action.

Act as a liaison between the Court, Clerk's office, the Bar, and the United States Marshals Service to ensure that cases proceed smoothly and efficiently.

Cross-train to ensure ability to take over the critical responsibilities of other chambers staff and District Court courtroom deputies.

Other duties as assigned including, but not limited to, record management, interpreter coordination, naturalization, etc.

### **QUALIFICATIONS**

The candidate must have two years of college and/or five years of legal experience. The person must possess excellent computer and problem-solving skills. Attention to detail and strong organizational skills are critical. The candidate must be able to work independently and in harmony with other team members. The candidate must have a positive attitude, deliver outstanding customer service, exceptional communication skills, and present a professional image for the court.

### **BENEFITS**

Benefits include ten paid holidays, paid vacation and sick leave, and participation in the Federal Employees Retirement System. Optional participation in Federal Employees' Health Benefits Program, Federal Employees' Group Life Insurance Program, Thrift Savings Plan, Flexible Benefits Program, and Federal Judiciary Long Term Care Insurance Program is also available. Opportunities for local and national trainings for personal and professional growth. Paid parking.

### **CONDITIONS OF EMPLOYMENT**

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

Employees are required to adhere to the Code of Conduct for Judicial Employees. A background investigation, including fingerprint and criminal record check, will be conducted as a condition of employment. An applicant selected for this position will be provisionally hired pending the successful completion of this investigation. Unsatisfactory results may result in termination of employment. Employees of the United States District Court for the Southern District of Iowa are at will and can be terminated with or without cause at any time.

### **MISCELLANEOUS**

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The U.S. District Court for the Southern District of Iowa provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The U.S. District Court for the Southern District of Iowa 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, any of which may occur without prior notice.

The U.S. District Court for the Southern District of Iowa does not reimburse for expenses associated with interviews or relocation.

### **APPLICATION INFORMATION**

Candidates must submit, in a single pdf document: (1) a cover letter which addresses qualifications, skills, and experience necessary to perform the duties and (2) a resume. Applications submitted without both items will not be considered. Only applicants selected for an interview will be notified.

Application materials should be mailed or e-mailed to:

Mindi Decker, Human Resources/Training Manager  
U.S. District Court, Southern District of Iowa  
P.O. Box 9344  
Des Moines, IA 50306-9344  
E-mail: [mindidecker@iasd.uscourts.gov](mailto:mindidecker@iasd.uscourts.gov)

**The Court is an Equal Opportunity Employer**