



**UNITED STATES
DISTRICT COURT
DISTRICT OF MINNESOTA**

Human Resources Office
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**Warren E. Burger Federal
Building and U.S. Courthouse**
316 North Robert Street
Room 100
St. Paul, MN 55101

**Diana E. Murphy
U.S. Courthouse**
300 South Fourth Street
Room 202
Minneapolis, MN 55415

**Gerald W. Heaney Federal
Building and U.S. Courthouse
and Customhouse**
515 West First Street
Duluth, MN 55802

**Edward J. Devitt U.S.
Courthouse and Federal
Building**
118 South Mill Street
Fergus Falls, MN 56537

**NOTICE OF JOB OPPORTUNITY
Courtroom Deputy/Judicial Assistant for District Judge
Vacancy Announcement #: 2023-16 (Repost)**

ANNOUNCEMENT DATE: January 8, 2024

CLOSING DATE: Open Until Filled. Preference given to applications submitted by January 24, 2024, 4:00 p.m. Central Time.

POSITION: Courtroom Deputy/Judicial Assistant, Full-time

STARTING LEVEL/SALARY: CL 27 (\$63,162 - \$102,680/annually)

AREA OF CONSIDERATION: Internal and External

LOCATION: St. Paul, MN

POSITION OVERVIEW

The U.S. District Court for the District of Minnesota is accepting applications for a Courtroom Deputy/Judicial Assistant for District Court Judge Jerry W. Blackwell, in St. Paul, Minnesota. The Courtroom Deputy/Judicial Assistant performs a wide range of duties including managing the judge's caseload, processing orders and handling scheduling matters, and performing administrative and clerical duties as assigned by the Judge. The Courtroom Deputy/Judicial Assistant also assists in the day-to-day conduct of court business. In addition, this position interacts with lawyers and members of the public on behalf of the judge. Since the Courtroom Deputy/Judicial Assistant is generally the first member of a judge's staff whom outsiders meet, candidates must have a pleasant and positive attitude, excellent organization skills and refined customer service skills. The typical work schedule for this position is Monday through Friday, 8:00 a.m. until 5:00 p.m. (additional hours may be required).

REPRESENTATIVE DUTIES

- Manages the Judge's caseload by calendaring and regulating case movement; monitoring filing of pertinent documents and timely responses to judicial orders; scheduling hearings, trials, and conferences.



- Makes entries of all documents, orders, minutes, notices, and proceedings on the docket. Transmits notices, judgments, and orders to appropriate parties.
- Drafts judgments and orders for the Judge's approval.
- Prepares and edits legal documents, proofreads, and verifies citations.
- Reviews information relating to pending cases to ensure that all records and reference materials are available for use by the judge and counsel.
- Coordinates appearances of custodial parties; and schedules and attends court proceedings. Enters orders, minutes, notices, and proceedings on the docket. Transmits notices, judgments, and orders to appropriate parties.
- Assists with the docketing of cases and keeps the Judge and Chambers staff informed of case progress.
- Assists the Judge and parties in jury selection and maintains records of jury selection and attendance.
- Reviews information related to pending cases to ensure that all records and reference materials are available for use by the Judge and counsel.
- Assists with preparation for and the orderly flow of court proceedings by setting up the courtroom, troubleshooting the evidence presentation system, arranging for any necessary equipment, assuring presence of all necessary participants, and managing exhibits.
- Schedules interpreters and processes transcripts.
- Reviews pro se filings for appropriateness for public access.
- Maintains the judge's day-to-day calendar. Arranges meetings, conferences, private attorney admissions and naturalization ceremonies as well as wedding ceremonies over which the judge may preside. Assists Judge with committee work, presentations and speaking engagements.
- Serves as the primary source of information on scheduling conferences, hearings, trials, and other case processes and is responsible for maintaining accurate and timely communications on case status.
- Prepares travel authorizations and travel vouchers as directed.
- Reviews CJA eVouchers for compliance with CJA regulations. Prepare appropriate documentation for judicial review, enter judge's decision into eVoucher system.
- Greets callers both in person and over the phone. Respond to inquiries and direct callers to the appropriate court staff.
- Assists with incoming and exiting law clerk logistics and extern onboarding.
- Prepares and maintains the judge's travel itineraries and arrangements. Prepares and submits travel vouchers on behalf of the judge and law clerks.
- Prepares and files required reports on the judge's behalf, including the Financial Disclosure Report, the Governance and Travel Report, and other reports as required.



- Other duties as assigned.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent; and
- Two years of general administrative experience; and
- Two years of specialized experience. Specialized experience is progressively responsible clerical or 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.

PREFERRED QUALIFICATIONS

- A law degree is preferred, but not required.
- Experience working for a District Judge is preferred, but not required.
- Excellent interpersonal skills; excellent ability to communicate well both verbally and in writing, and to maintain confidentiality.
- Good judgment and the ability to organize work to meet deadlines and complete multiple tasks in a timely manner.
- The ability to work independently but also to work as a team player in support of the Court's overall mission.
- Skill in communicating and working with judges, Chambers staff and attorneys during the process of scheduling events and managing courtroom and Chambers logistics.
- Ability to take notes and summarize material for minute entries/judgments in a sometimes-distracting setting.
- Excellent computer and typing skills including skills in word processing (MS Word, Power Point, and Excel), proficiency with the databases, scanning and uploading documents, email, and web browsers.
- Familiarity with federal and local rules. Knowledge of legal terminology and legal documents.

ENVIRONMENTAL DEMANDS

- Work is performed primarily in Judge Blackwell's Chambers, in other office settings, or in the courtroom.
- Some travel may be required.
- Some lifting may be required to handle and set up equipment in the courtroom or to address the needs of Chambers, as requested.



APPLICATION INFORMATION

To apply, email the PDF documents to hr-usdc@mnd.uscourts.gov and add “2023-16 Courtroom Deputy position” in the email subject line.

Please include the following in PDF format:

- Application for Employment (AO78) Found here - <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>;
- Resume; and
- Name and contact information for three (3) professional references.

All application materials received will be reviewed to identify the best qualified candidates. **Only applicants selected to proceed to the next phase of the selection process will be notified.** All application materials must be attached to the email as directed.

If interviews are held in person, applicants are responsible for any travel costs.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, and to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Judiciary employees serve under excepted appointments and are considered “at-will” and may be terminated with or without cause or notice by the court.

The U.S. District Court requires employees to adhere to the [Code of Conduct for Judicial Employees](#).

This position is subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

The final candidate is subject to FBI Fingerprinting and a background investigation, including criminal history. Employment is provisional and contingent upon a successful background check.



BENEFITS

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- 11 paid federal holidays. Additional local holidays.
- Extensive health, life, dental, vision, and long-term care insurance plans.
- A defined benefit pension plan.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax transportation, medical, and childcare reimbursement accounts.
- Transit Subsidy Program.
- On-site fitness center.

Employees of the U.S. District Court are not classified under Civil Service.

The U.S. District Court is an Equal Opportunity Employer