



Sandra Day O'Connor
U.S. Courthouse
401 West Washington Street
Phoenix, AZ 85003-2119

Benefits

Federal benefits include:

- Paid Annual Leave
- Paid Sick Leave
- 10 Paid Holidays
- Retirement Benefits to include a defined benefit program (4.4% of gross pay)
- Thrift Savings Plan (TSP), a 401(k)-style program with a government match of up to 5%

Optional benefits include:

- Health Insurance
- Life Insurance
- Long-term Care Insurance
- Flexible Benefits which includes medical & dependent care reimbursement.

In addition, we offer flexible work schedules and an in-house fitness facility.



**The United States District Court
for the District of Arizona is an
Equal Opportunity Employer**

U.S. District Court – District of Arizona

Career Opportunity # 21-32

Courtroom Deputy

Position Type:	Full Time Regular
Salary Range:	\$53,569- \$87,082 (Depending on qualifications and experience)
Job Grade:	CL 27; Steps 1 – 61
Open Date:	8/23/2021
Closing Date:	Open until filled, preference given to applications received by September 7, 2021.
Location:	Phoenix, AZ

POSITION OVERVIEW

The United States District Court for the District of Arizona is accepting applications from qualified candidates for a full-time Courtroom Deputy Clerk position to a U.S. District Judge. The position is located in the Clerk's Office in Phoenix, Arizona. You must be a self-starter, extremely detail-oriented, and possess strong organizational and communication skills.

REPRESENTATIVE DUTIES

The incumbent manages a judge's caseload and provides courtroom and other assistance through management of court calendars, attending court proceedings, recording pertinent results for minutes and preparing judgments. The courtroom deputy clerk will be responsible for monitoring filings to ensure compliance with rules and procedures, and reviewing cases or reports for necessary action. The courtroom deputy will be required to draft, and prepare orders for the judge's review and make entries on the court's electronic filing system. All courtroom deputy clerks in the District of Arizona may also be required to attend to courtroom duties for district judges, magistrate judges, or visiting judges in the district as assigned by the Clerk of Court or her designee. Courtroom deputy clerks may be required to work in excess of normal duty hours without additional compensation and must be able to attend court proceedings that go past the incumbent's normal work hours. Travel that requires overnight lodging may be required for attending court hearings and trials set in Phoenix, Yuma, Prescott, or Flagstaff, or any other location in the state that may be designated as a place of holding court.

MINIMUM QUALIFICATIONS

At least two years of specialized experience, including at least one-year equivalent of work at the CL-26 level.

Specialized experience is defined as 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. Such experience is commonly encountered in law firms, legal counsel offices, courts of general jurisdiction, and banking and credit firms.

The qualified applicant will possess exceptional writing skills to include excellent grammar, punctuation, spelling, and proofreading and skill in using applicable automated systems to include current versions of Word and Windows. They should also be able to communicate effectively with a wide variety of people; have the ability to analyze information and reach sound conclusions; work under pressure and deal with change; possess the work experience that demonstrates the applicant's ability to successfully



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How to Apply

In addition to the online application, applicants must submit the following:

- Cover letter that supports your work experience as it relates to the position.
- Resume that includes complete work and salary history, and education.
- Your two most recent performance evaluations (strongly preferred). Letters of recommendation may be substituted if no evaluation is available.

Go to our web site:

<https://www.governmentjobs.com/careers/azduscourts> to submit an online application, including the items listed above.

Attachments should be submitted only as Microsoft Word or Adobe Acrobat (PDF) documents. Other formats are **not** acceptable.

Applications will be considered complete when the online application and all required attachments (in proper format) are received by the Human Resources Division.

Applications and/or attachments received after the closing date may not be considered.



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manage multiple priorities; work with limited supervision; and skill in dealing with others in person-to-person work relationships.

PREFERRED QUALIFICATIONS

Courtroom experience in a similar position. A bachelor's degree or a paralegal degree or certificate.

APPLICANT INFORMATION

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under "Excepted Appointments" and are considered "at will" employees (except for probation officers who may be removed for cause). Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

The initial appointment to this position is provisional pending the successful completion of the required background checks and/or investigations. The U.S. District Court is a drug-free workplace and the applicant selected will be required to participate in a drug screening test prior to employment.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

All promotions are subject to the approval of the Administrative Office of the U.S. Courts.

Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. §1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below. Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.