



**UNITED STATES DISTRICT
AND BANKRUPTCY COURTS
FOR THE
DISTRICT OF COLUMBIA**

INTERNAL PROMOTION OPPORTUNITY

Position Title: Courtroom Operations Trainer
Grade/Salary Range: CL-27/28 (\$66,197 - \$128,992)

How to Apply:

Qualified individuals for this “at will” position must submit the following:

- A cover letter detailing how your experience relates to the position requirements
- [AO-78, Federal Judicial Branch Application for Employment](#) (can be downloaded from www.uscourts.gov)
- A resume detailing all relevant experience, education, and skills

Failure to submit a complete and signed cover letter, AO-78, and resume will result in immediate disqualification. Description of Work section of the AO-78 must be completed to include salary information. Indicating “see resume” is not acceptable. Incomplete and/or unsigned applications will not be considered, returned or retained. Only applicants selected for an interview will be contacted and must travel at their own expense. One application per candidate will be accepted for this announcement.

Applications may be mailed or hand delivered to:

United States District and Bankruptcy Courts
Attn: Human Resources (2023-09)
333 Constitution Avenue, NW, Room 2712
Washington, DC 20001

Or via e-mail to: DCD_HumanResources@dcd.uscourts.gov

For questions, please contact the Human Resources Department at 202-354-3200. For a full list of vacancies, please see our website: <https://www.dcd.uscourts.gov/employment>.

Announcement No.: 2023-09

Position Location: Washington, DC

Position Information:

Full-time, permanent, Excepted Service, one position available

Area of Consideration:

Current employees of the District and Bankruptcy Courts for the District of Columbia only

Open Date: January 27, 2023

Closing Date: Open Until Filled



Our mission at the Clerk’s Office is to fulfill the expectations of the public and the judiciary by providing exceptional service, while consistently upholding the administration of justice.

ABOUT US

The United States District and Bankruptcy Courts for the District of Columbia is recruiting for a Courtroom Operations Trainer to join its Clerk's Office team. The team works in a dynamic, fast-paced environment serving both a Bankruptcy Court constantly leveraging technology for the benefit of customers, and a District Court often referred to as the second most important in the nation given the vast number of high-profile cases over which the judges preside. The ideal candidate is a mature, self-motivated, career-oriented professional eager to grow with us, and the federal judiciary as a whole. The candidate must also share in the Clerk's Office's Vision and Mission of "providing exceptional service while upholding the administration of justice." Finally, to assist you in achieving all your career goals with us, we offer our staff tuition assistance as the budget allows. Please see the Benefits section of this announcement for additional benefits.

JOB SUMMARY

The Courtroom Operations Trainer plans, develops, and implements a comprehensive training program responsive to the needs of the court unit. The incumbent is further responsible for creating written procedure manuals (Guides) for both District and Bankruptcy courts where none exist. The incumbent also updates and maintains all existing Guides for accuracy and disseminates them to staff in the appropriate sections (by printing for desk reference manual(s) and also for posting to our intranet). Additionally, the Courtroom Operations Trainer assists Article III, Magistrate and Bankruptcy Judges as a substitute courtroom deputy when a Judge's regularly assigned courtroom deputy is unavailable or during periods of general staff shortage(s) in those areas. The responsibilities include managing the judge's caseload, attending and logging court proceedings, and processing orders. The incumbent reports to the chief deputy for operations.

Situational telework may be available; however, this is not a full-time telework position.

DUTIES AND RESPONSIBILITIES

- Identify court training needs on an ongoing basis through written surveys, supervisory and employee input, and organizational goals and objectives. Coordinate with the district training specialist and training team on district-wide and local training initiatives. Coordinate efforts with the Administrative Office (AO), Federal Judicial Center (FJC), or other outside training entities to determine appropriate educational programs, services, and resources. Schedule trainer, facility, and funding resources for training projects.
- Develop local training policies and procedures for the operations division in coordination with division managers and the district training specialist. Design and develop training programs as needed, including orientation and training for new employees and in-service workshops on technical, operational, and professional development topics. Adapt courses, instructional materials, and guides for court use. Serve as instructor, program coordinator, group facilitator, and/or discussion leader, as applicable. Provide classroom training, one-on-one training, and presentations to court staff, management, judges and their staff, and attorneys on case management system topics and changes. Create and maintain training

records.

- Identify and train existing staff in need of remedial training and provide status updates, trainee feedback and recommendations to management.
- Design, develop, and maintain library of training/procedural manuals and materials, publications, and videos. Collect data for use in designing class curriculum. Assist in the development of budget estimates to fund training costs.
- Serve as relief District or Bankruptcy courtroom deputy in the event a Judge's regularly assigned courtroom deputy is unavailable or during periods of general staff shortage(s) in the clerk's office.
- Calendar and regulate the movement of applicable cases. Monitor the filing of pertinent documents and timely responses to judicial orders. Set dates and times for hearings, trials, and conferences. Keep judge and immediate chambers staff informed of case progress or impending changes.
- Review information relating to pending cases to ensure all records and reference material are available for use by the judge and counsel.
- Attend court sessions and conferences. Assist with the orderly flow of proceedings, including setting up the courtroom, assuring presence of all necessary participants, assisting with the selection of juries, and managing exhibits.
- Take notes of proceedings and rulings and prepare minute entries. Prepare judgments and other orders for the judge's review and signature.
- Perform data processing for the court's automated maintenance of records, as needed. Upload orders, pleadings, judgments, and minutes according to local policy utilizing the electronic case management system.
- Inform jury clerks of upcoming trials, need for jurors, etc. Assist the judge and parties in jury selection and maintain records of jury selection and attendance.
- Assist in gathering statistical information for reporting to the Administrative Office.
- Act as liaison between the clerk's office, the bar, and the judge to ensure that cases proceed smoothly and efficiently. Serve as a primary source of information on scheduling conferences, hearings, trials, and other case processes. Review CJA vouchers for inconsistencies in reporting in-court hours by court appointed attorneys.
- Perform other duties as assigned.

QUALIFICATIONS

Required Education: The successful candidate must possess a bachelor's degree from an accredited college or university in a field closely related to the subject matter of the position. Education may not be substituted for specialized experience, because operation court support positions require hands-on experience to be credited as specialized experience.

Required Specialized Experience:

To qualify for the CL-27: The candidate must possess a minimum of two years of specialized experience.

To qualify for the CL-28: The candidate must also possess a minimum of three years of specialized experience.

Specialized experience includes 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, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Preferred Experience:

Legal and/or court experience is highly preferred.

Must have excellent interpersonal skills and be able to effectively communicate with staff to determine needs and maintain complete and accurate records and files.

Must have strong customer service skills with the ability to provide clear and detailed oral and written instructions.

Must have strong computer and analytical skills.

Proven experience in handling multiple workload demands, including frequent interruptions, while maintaining a high level of concentration.

Ability to take initiative and a demonstrated ability to function collaboratively within a team environment and the larger office.

Ability to speak before a large group of people.

Accuracy and attention to details.

Excellent organizational skills, the ability to respond to requests on short notice and the ability to meet stringent deadlines are essential.

BENEFITS

Full-time employees of the United States District and Bankruptcy Courts for the District of Columbia are eligible for a full range of benefits to include:

- A minimum of 11 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Family and Medical Leave Act and Paid Parental Leave after 12 months of federal, civilian service
- Federal Employees' Retirement System (FERS)

- Optional participation in the Thrift Savings Plan (TSP), the Federal Employees Health Benefits Program (FEHBP), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FEGLI), the Flexible Benefits Program, the Commuter Benefit Program, and SmartBenefits (mass transit subsidy up to \$315 per month)
- Employee Recognition Program, budget permitting
- Tuition Assistance, budget permitting
- Workers' Compensation Program
- On-site physical fitness facility
- Flexible work schedule
- Federal Occupational Health Services Program (FOH)/ On-site Health Unit
- Employee Assistance Program (EAP)/Work Life Services
- Virtual Learning through the Judiciary Online University
- Student Loan Forgiveness for Public Service Employees
- Priority enrollment for children beginning at three months of age until kindergarten of all employees of the United States Courts in the Thurgood Marshall Child Development Center (TMCDC)

For more detailed information about Federal Judiciary benefits, please go to www.uscourts.gov/careers/benefits.

CONDITIONS OF EMPLOYMENT

United States citizenship is required for consideration for this position.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

Employees of the United States District and Bankruptcy Court for the District of Columbia are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the court.

Employees are required to use the Electronic Funds Transfer (EFT) for payroll deposit.

Final candidates will undergo a background check.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District and Bankruptcy Courts for the District of Columbia.

Revised January 30, 2024.