



JOB OPPORTUNITY

UNITED STATES DISTRICT AND BANKRUPTCY COURTS FOR THE DISTRICT OF COLUMBIA

Announcement No.: 2024-03

Position Location: Washington, DC

Position Information:

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

Area of Consideration:

Open to all qualified sources

Open Date: February 20, 2024

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.*

Position Title: Magistrate Judge Courtroom Deputy

Salary Range: CL-26 (\$60,266 - \$97,925)
(Equivalent to a GS-10. Salary determined by qualifications and
experience.)

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 (2024-03)
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>.

ABOUT US

The United States District and Bankruptcy Courts for the District of Columbia is recruiting for a Magistrate Judge Courtroom Deputy 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

This position is located in the Operations Division of the Clerk's Office of the United States District and Bankruptcy Courts for the District of Columbia. The Magistrate Judge Courtroom Deputy reports to the Courtroom Deputy Supervisor and will be assigned to a Magistrate Judge.

The incumbent will have daily contact with the staff of the Clerk's Office, the public, and the bar and will perform a full range of duties.

DUTIES AND RESPONSIBILITIES

The duties include, but are not limited to the following:

- Maintains control records of the cases assigned to the magistrate judge as they are filed. Examines all papers filed in an action to the magistrate judge to determine that they conform with the rules of practice.
- Calendars and regulates the movement of cases by fixing (or by resetting when necessary) dates and times for hearings on various types of motions, pre-trial hearings, bond hearings, pre-settlement conferences, and trials, notifying counsel and other parties concerned, and monitoring the civil cases assigned until conclusion.
- Confers with attorneys, acting as liaison between the magistrate judge and counsel. Acts as a source of information to attorneys on the special procedures of the magistrate judge or court, answers procedures questions, and assists with compliance.
- Promotes the efficient use of the court's time by actively encouraging the counsel involved to bring their case to maturity for trial or final disposition.

- Prepares special reports for the magistrate judge and clerk's office on the status of cases assigned. Maintains frequent contact with attorneys regarding the status of cases in order to have a basis for such reports.
- Processes the appointment of attorneys when such services are authorized for defendants in criminal cases.
- Prepares or supervises the preparation of calendars.
- Calls the court calendar.
- Conducts arraignments of defendants in criminal cases.
- Notes the appearance of counsel in matters before the court.
- Impanels the jury and administers oaths to jurors. Provides liaison with the jury clerk for ordering and cancellation of juries. Keeps required records on other jury matters.
- Swears witnesses and interpreters. Swears attorneys on admission and administers oaths of allegiance to applicants for citizenship. Prepares verdict forms, judgments, and orders.
- Advises the financial section of the clerk's office of matters affecting that section particularly, such as the imposition of fines and orders of restitution by the magistrate judge in criminal cases or central violations bureau fines.
- Enters judgments and other actions of the court in dockets and other records.
- Prepares statistical records of matters coming before the magistrate judge.
- Serves as additional support to other areas of the Operations Division as needed and 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 operational court support positions require hands-on experience to be credited as specialized experience.

Required Specialized Experience: The candidate must also possess a minimum of two 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.

Preferred Education and Experience: Legal and/or court experience is highly preferred.

The ability to communicate effectively both orally and in writing is critical.

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

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

Must be proficient in Microsoft Word and other applications.

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
- 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.