



UNITED STATES DISTRICT AND BANKRUPTCY COURTS
FOR THE
DISTRICT OF COLUMBIA

JOB OPPORTUNITY

Announcement No.: 2019-09

Position Title: Magistrate Judge Courtroom Deputy
(More than one position may be available)

Grade/Salary Range: CL-26 (\$50,669 - \$82,326)
(Salary determined by qualifications and experience)

Position Location: Washington, DC

Position Information: Full-time/Permanent/Excepted Service

Area of Consideration: Open to all qualified individuals

Open Date: June 17, 2019

Closing Date: July 5, 2019

How to Apply:

Qualified individuals 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.

This vacancy is being announced to expand the pool of applicants being considered under Announcement No. 2019-05. It is not necessary for applicants under Announcement No. 2019-05 to re-apply.

Applications may be mailed or hand delivered to:

United States District and Bankruptcy Courts
Attn: Human Resources (2019-09)
333 Constitution Avenue, NW, Room 2718
Washington, DC 20001

or e-mailed to: jobs@dcp.uscourts.gov

Agency Contact Person: Marion L. Boulden, PHR, SHRM-CP
Human Resources Manager
(202) 565-1355

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

- 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, one year of which must be equivalent to work at the CL-25. 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 10 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
- Retirement benefits
- Optional participation in the Thrift Savings Plan, the Federal Employees' Health Benefits, the Federal Employees' Group Life Insurance, the Flexible Benefits Program, the

Commuter Benefit Program, Mass Transit Subsidy (SmartBenefits), and Long-Term Care Insurance

- On-site physical fitness facility
- Flexible work schedule
- Federal Occupational Health (FOH)/Employee Assistance Programs
- Work Life Services
- On-site Health Unit

For more detailed information about federal court 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.