



## JOB OPPORTUNITY

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

**Announcement No.:** 2023-04

**Position Location:** Washington, DC

**Position Information:**

Full-time, permanent, Excepted Service, more than one position may be available

**Area of Consideration:**

Open to all qualified sources

**Open Date:** January 26, 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.*

**Position Title:**

Courtroom Deputy

**Grade/Salary Range:**

CL-26/27 (\$60,266 - \$107,614)

**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](http://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. Applicants for Vacancy Announcement 2022-06 need not reapply.

Applications may be mailed or hand delivered to:

United States District and Bankruptcy Courts  
Attn: Human Resources (2023-04)  
333 Constitution Avenue, NW, Room 2712  
Washington, DC 20001

Or via e-mail to: [DCD\\_HumanResources@dcd.uscourts.gov](mailto: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>.

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## **ABOUT US**

The United States District and Bankruptcy Courts for the District of Columbia is recruiting for a 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.

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## **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 Courtroom Deputy reports to the Courtroom Deputy Supervisor. The Courtroom Deputy will be assigned to an Article III 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.

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

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## **DUTIES AND RESPONSIBILITIES**

- Update and maintain control records of cases assigned to the Judge.
- Examine all electronic filings in an action assigned to the Judge to determine if they conform to the rules of practice.
- Maintain the Judge's calendar and regulate the movement of cases by setting or resetting dates and times for hearings on motions, pretrial hearings and trials. Notify counsel accordingly and follow cases through until conclusion.
- Prepare or supervise the preparation of calendars and prepare special reports for the Judge on the status of cases assigned to the Judge.
- Review information relating to pending cases to ensure that all records and reference materials are available for use by the Judge and counsel.
- Communicate daily with Judges, judicial staff, the United States Marshal, members of the bar, jurors, and the general public.
- Attend court sessions and conferences. Assist with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Take notes of proceedings and rulings and prepare minute entries. Draft judgments for the Judge's approval.

- Act as a 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.
- Serve as additional support to other areas of the Operations Division, as needed and assigned.
- Perform other duties as assigned.

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## 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-26:** The candidate must possess a minimum of one year of specialized experience.

**To qualify for the CL-27:** 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. 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.

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.

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## 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](http://www.uscourts.gov/careers/benefits).*

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## **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.*