



JOB OPPORTUNITY

UNITED STATES DISTRICT AND BANKRUPTCY COURTS FOR THE DISTRICT OF COLUMBIA

Position Title: Court Services Coordinator

Grade/Salary Range: CL-26 (\$57,222 - \$92,995)

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 (2023-10)
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.: 2023-10

Position Location: Washington, DC

Position Information:

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

Area of Consideration:

Open to all qualified sources

Open Date: February 1, 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 Court Services Coordinator 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 United States District and Bankruptcy Courts for the District of Columbia Clerk's Office Administrative Services Division and reports to the Chief Deputy of Administration.

The Court Services Coordinator oversees the assignment and reassignment of court reporters, contract court reporters, and in some cases assist with the assignment of courtroom deputies, ensuring a fair and equitable distribution of workload with respect to hours and days in court for official court reporters and courtroom deputies. The incumbent monitors the production of transcripts to ensure compliance with production time and cost requirement policies.

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

DUTIES AND RESPONSIBILITIES

- Administer, monitor, and implement the district's Court Reporter Management Plan and recommend changes to the plan and the Court Reporter's Manual.
- Work closely with court management and the court reporting services team in the coordination of courtroom deputies and court reporters to ensure appropriate coverage.
- Calendar court reporting and court room deputy services on a daily basis and make adjustments in scheduling and assignments as circumstances require.
- Assign and distribute reporting tasks and balance the in-court/chambers workload of reporters.
- Assist courtroom deputies with scheduling virtual hearings from various detention facilities.
- Communicate daily with Judges, judicial staff, the United States Marshal, members of the bar, jurors, and the general public.

- Ensure official court reporters and contract reporters adhere to Judicial Conference requirements.
- Monitor timely preparation of transcripts.
- Arrange for contract court reporter services when approved in advance by the circuit council and Administrative Office.
- Notify the Chief Deputy of Administration of proposed use of substitute reporters by official court reporters.
- Assist in projecting budget needs for contract reporting services, electronic sound recording equipment, furniture, equipment, new official reporter positions, and temporary reporters.
- Assist in preparation of bids for contract reporter services.
- Schedule electronic sound recording services for senior district judges and magistrate judges, as required.
- Ensure equipment is in operating condition.
- Oversee the assignment and transcription of electronic sound recordings into transcripts.
- When requested by an official court reporter and approved by the Chief Deputy of Administration, act as liaison between parties and court reporters in connection with transcript orders, delivery, billing format, and rate to ensure compliance with Judicial Conference requirements.
- Process invoices and vouchers for payment of contract court reporters.
- Prepare correspondence in response to inquiries concerning transcript processes.
- Organize, inventory, and maintain electronic sound recording tapes and shorthand notes for the court.
- In concert with the Records team, assist with the disposal and archiving of electronic sound recordings and shorthand notes prepared by official court reporters.
- Assist in developing statistical summaries, reports, and data for in-district use and for judges, the clerk of court, and the Administrative Office.
- Create and maintain records regarding which reporters and courtroom deputies covered any given hearing.
- Monitor approved leave for official reporters and courtroom deputies. Submit daily calendars that clearly indicate courtroom deputy and court reporter assignments for the next day as well as notates courtroom deputies and court reporters that are on approved leave.
- Perform other related 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:

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.

Excellent professional and customer service skills is a must.

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 \$300 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 October 12, 2023.