



UNITED STATES DISTRICT  
AND BANKRUPTCY COURTS  
FOR THE  
DISTRICT OF COLUMBIA

**Announcement No.:** 2026-09

**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:** July 6, 2026

**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.*

## JOB OPPORTUNITY

**Position Title:** Courtroom Deputy Supervisor

**Salary Range:** CL-28 (\$81,906 - \$133,178)  
*(Equivalent to a GS-12. 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](http://www.uscourts.gov))
- A resume detailing all relevant experience, education, and skills

Failure to submit a complete, typed, and signed cover letter and AO-78, and resume will result in immediate disqualification. Description of Work section of the AO-78 must be complete to include salary information. Indicating “see resume” is not acceptable. Incomplete, handwritten, 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 (2026-09)  
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 Supervisor to join its Clerk's Office team. The team works in a dynamic, fast-paced environment serving both 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 and a Bankruptcy Court constantly leveraging technology for the benefit of customers. The ideal candidate is a mature, self-motivated, career-oriented professional eager to grow with us, and the federal judiciary. 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 and reports to the Chief Deputy of Operations.

The Courtroom Deputy Supervisor performs supervisory work related to courtroom administration and functioning. The incumbent serves as a first-line supervisor over the courtroom administration section of Operations. The incumbent primarily directs staff and ensures compliance with the appropriate guidelines, policies, and internal controls.

This position serves as the subject matter expert and is responsible for overseeing, managing and reviewing the work of other employees.

Additionally, the incumbent will work to strengthen the following core competencies: Communication, Team Development, Planning and Direction, Decision Quality, Integrity and Trust.

This position requires regular interaction with judges, court managers, Administrative Office personnel, U.S. Attorney's Office, Bureau of Prisons, other governmental agencies, the bar, and the general public.

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## **DUTIES AND RESPONSIBILITIES**

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

- Supervise the courtroom administration function of the court and serve as a hands-on supervisor working directly with the staff in providing services.

- Assign, direct, and review the work of the staff, ensuring the Court's needs are being met, standardized procedures are followed, and reporting requirements are maintained and timely.
- Plan and monitor the daily work allocations to be performed by the subordinate staff by setting performance standards, reviewing work product, setting schedules, and enforcing deadlines and other priorities. Monitor and evaluate techniques for efficiency, effectiveness, and quality assurance.
- Provide guidance and clarification to staff on Local and Federal Rules and recommend changes and additions to Local Rules as appropriate.
- Review and evaluate procedures, plans, and manuals for consistency, accuracy, and applicability.
- Evaluate the work performance of the staff. Prepare and maintain written documentation for periodic reviews and yearly performance evaluations. Evaluate and recommend training needs and provide the necessary resources for informal training.
- Serve as a guide, coach, mentor in developing staff.
- Meet weekly with the Chief Deputy of Operations to discuss personnel, performance productivity and other goals for the unit.
- Assist with short and long term strategic and succession planning for the unit.
- Monitor time and attendance of subordinates to comply with leave policies.
- Monitor staff duties and responsibilities and adjust as necessary to maintain workload equity.
- Provide technical oversight of the day-to-day operation of the unit to include but not limited to the giving of instructions and resolutions, monitoring work, approving or revising work product, periodically checking for compliance, and developing and implementing quality control standards. Assure adequate backup/coverage exists and redistribute workload as needed.
- Serve as the subject matter expert on policies and procedures of the unit, the clerk's office, and the court as a whole.
- Ensure that policies/procedures are kept current and updated and recommend new policies/procedures as needed.
- Receive and review incoming documents to determine conformity with appropriate local and/or federal procedural rules, practices, guidelines and/or other court requirements.
- Act as a point-of-contact for the unit and furnish information and advice as needed to ensure and assist with the maintenance of positive service-oriented working relationships within the unit and with all court divisions, chambers and other agencies inside and outside of the court.
- Establish and maintain operating reports, work standards, etc., to measure and evaluate the work and workload of department staff.
- Prepare reports, statistics, and memoranda for the Clerk of Court and Chief Deputy Clerk as necessary.
- Possess the knowledge and ability to perform the functions of all subordinate employees as needed.
- Review information relating to pending cases to ensure that all records and reference materials are available for use by the judge and counsel.
- Perform other administrative and supervisory 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.

### **Required Experience:**

Supervisory positions are responsible for the administrative and technical supervision of employees who accomplish a particular function or functions on a day-to-day basis.

These positions involve applying technical knowledge related to the work being supervised and professional or supervisory skills related to leading a team of employees to accomplish the work.

To qualify for a supervisory position, an individual must possess a minimum of three years of specialized experience (progressively responsible administrative experience related to case intake, preparation, processing, and docketing), including at least one year of specialized experience at or equivalent to the next lower level below the position for which the applicant is being considered and must:

- a) Meet the qualification standards applicable to positions for the highest level of work effectively supervised; and
- b) Have specialized experience that includes progressively responsible administrative, technical, professional, supervisory, or managerial experience that provides an opportunity to gain:
  - 1) Skill in developing interpersonal work relationships needed to lead a team of employees,
  - 2) The ability to exercise mature judgment, and
  - 3) Knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved.

The successful completion of the FJC's New Supervisor Development Program is required, and/or any prescribed list of Judiciary Online University (JOU) courses. Completion is required within one year.

Legal and/or court experience is required.

### **Preferred Experience:**

The ability to communicate effectively both verbally 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.

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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
- 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 \$340 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.