

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF GEORGIA

Human Resources Office
75 Ted Turner Drive, SW, Room 2013
Atlanta, GA 30303-3309
Vacancy Announcement # 16-13
Opening Date: March 16, 2016
Closing Date: March 23, 2016, or until filled



Courtroom Deputy Clerk for Article III Judge
CL 27 (\$49,558 - \$80,553)
Placement in this range depends upon education,
experience, and salary history.

More than one position may be filled

THE UNITED STATES DISTRICT COURT CLERK'S OFFICE, ATLANTA DIVISION, HAS AN **IMMEDIATE OPENING** FOR A **COURTROOM DEPUTY CLERK**.

REPRESENTATIVE DUTIES:

- Perform case management, including calendaring, distributing and monitoring deadlines, monitoring filing of documents, and monitoring responses to judicial orders.
- Effect case movement directed by court through communication with parties.
- Serve as primary source of information on scheduling conferences, hearings, trials, and other case processes.
- Take notes of proceedings, rulings, and notices. Prepare minute entries electronically. Manage and organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems. 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.
- Review cases or reports for necessary actions.
- Keep judge and immediate staff informed of case progress. Assist the judge and parties in jury selection and maintain records of jury selection and attendance. Act as liaison between the Clerk's Office, the bar, the public and the judge to ensure that cases proceed smoothly and efficiently. Maintain contact with counsel during deliberations.
- Coordinate the scheduling of interpreters and court reporters for trials and hearings.
- Inform jury clerk of upcoming trials, needs for jurors, etc. Draft orders and judgments in civil and criminal cases for the judge's approval. Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems.
- Coordinate hearings. Assist in the accurate statistical reporting requirements of the Court and Administrative Office. Review the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed.
- Perform other duties as assigned.

EDUCATION AND QUALIFICATIONS: The successful candidate must have a minimum of three years of responsible clerical or administrative experience, one year of which must show progressively responsible specialized experience which includes a knowledge of legal procedures. A college degree is highly preferred. Court/law firm experience preferred. The ability to communicate effectively both orally and in writing is critical. Must have excellent interpersonal skills

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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.

PERSONAL CHARACTERISTICS: Incumbent must: be able to communicate clearly and professionally with a wide-ranging constituency, including federal judges, court personnel, attorneys and pro se litigants; possess the ability to maintain strict confidentiality with respect to duties and responsibilities; work independently with little supervision; have a strong sense of personal and professional integrity; and be able to interact cooperatively with other staff in chambers. Professional appearance and demeanor are important.

NOTICE TO APPLICANTS: Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. All clerk employees are required to adhere to a Code of Conduct, copies of which are available upon request. As a condition of employment, the selected candidate must successfully complete a background investigation with law enforcement agencies, as well as a check of financial and credit records. Any position offer will be considered provisional until a full suitability determination can be made. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants must be a United States Citizen or eligible to work in the United States.

BENEFITS:

- Accrual of paid vacation and sick leave days, based on length of service, and ten paid holidays during the year.
- Participation in pre-tax benefit programs (Health, Dental, and Vision Insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit).
- Available group life insurance and long term care insurance.
- Public Transportation Subsidy.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (with employer matching a percentage of employee’s contribution).

APPLICATION PROCESS: To apply for this position, qualified applicants should submit: 1) an application for Judicial Branch Federal Employment, Form AO 78 (available from the U.S. Court’s website at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>); 2) a cover letter addressing qualifications and relevant experience; and 3) a chronological résumé including education, employment, and salary history. The completed package should be submitted electronically to HR_GAND@gand.uscourts.gov or via mail to **United States District Court, Attn: Human Resources Manager, Vacancy #16-13, 75 Ted Turner Drive, SW, Room 2013, Atlanta, GA 30303-3309**. All applicants will be screened to identify the best qualified and suitable candidate. Only the best qualified candidates will be invited for an interview. Interview and relocation expenses are not reimbursable.