

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF GEORGIA

Human Resources Office
75 Ted Turner Drive, SW, Room 2013
Atlanta, GA 30303-3309
Vacancy Announcement # 16-16
Opening Date: April 28, 2016
Closing Date: May 13, 2016, or until filled



Magistrate Judge Courtroom Deputy Clerk
CL 26 (\$45,113 - \$73,310)
Placement in this range depends upon education,
experience, and salary history.

More than one position may be filled

The United States District Court for the Northern District of Georgia is recruiting for the position of Magistrate Judge Courtroom Deputy Clerk. This is a Clerk's Office position duty stationed in chambers in the Atlanta Division. Travel within the district may be required. The courtroom deputy will manage the magistrate judge's caseload and calendar.

REPRESENTATIVE DUTIES: The incumbent will represent the Clerk of Court relative to courtroom proceedings; has responsibility for the magistrate judge's calendar; maintains control of records of cases (criminal and civil) assigned to the magistrate judge; examines all papers filed in said cases for conformance with rules of practice; calendars and regulates movement of cases by setting or resetting dates and times for hearings and trials; prepares calendars and notifies counsel accordingly; acts as liaison between magistrate judge and counsel; provides information on special procedures of magistrate judge; monitors status of cases; calls court calendar and notes appearances of counsel; impanels the jury and coordinates with the jury deputy clerk for the ordering and canceling of juries; and performs other duties as assigned by the magistrate judge or the Clerk of Court.

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 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 in a formal environment 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.

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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’s Office 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 #16-16, 75 Ted Turner Drive, SW, Room 2013, Atlanta, GA 30303-3309**. All applicants will be screened to identify the best qualified and most suitable candidates. Only these candidates will be invited for an interview. Interview and relocation expenses are not reimbursable.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.