

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF GEORGIA**

**Vacancy Announcement #22-26**

Opening Date: May 26, 2022

Open until filled.

Preference given to applications received on or  
before June 20, 2022.



**Courtroom Deputy Clerk for Article III Judge**

CL 26/27

Salary Range (\$50,857 - \$90,848)

Depending Upon Experience

The United States District Court for the Northern District of Georgia seeks a high achiever with knowledge of legal procedures who is interested in a career with the federal judiciary to serve as Courtroom Deputy Clerk for an Article III Judge in the exciting and growing city of Atlanta, Georgia. The Courtroom Deputy works closely with the District Judge and law clerks to manage a varied and significant federal caseload and supports the judge during trials and hearings.

**REPRESENTATIVE DUTIES AND RESPONSIBILITIES:**

- Perform case management including calendaring, monitoring filings, monitoring deadlines, and monitoring responses to orders.
- Facilitate case movement through communication with parties as directed by the Court.
- Coordinate hearings and trials. Serve as primary source of information on scheduling conferences, hearings, trials, and other case processes. Publish calendars and notices of hearings and trials as directed by the Court.
- Assist with the orderly flow of proceedings including, but not limited to, setting up the courtroom and assuring presence of all necessary participants.
- Manage and organize exhibits used in court proceedings including setting up and troubleshooting electronic evidence presentation systems.
- Attend court sessions and conferences. Take notes of proceedings, rulings, and notices. Prepare minute entries electronically.
- Review cases and reports for necessary actions.
- Keep judge and chambers staff informed of case progress. 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.
- Inform jury clerk of upcoming trials and needs for jurors. Assist the judge and parties in jury selection. Manage jurors including, but not limited to, maintaining records of jury selection and attendance.

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- Coordinate scheduling of interpreters and court reporters for trials and hearings.
- Coordinate with the U.S. Marshal the presentation of defendants for criminal proceedings.
- Draft judgments and housekeeping orders in civil and criminal cases for the judge's approval. Docket orders, pleadings, judgments, and minutes utilizing CM/ECF.
- Assist in reporting accurate statistics to 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. That experience could come from working at a bank, a business, a law firm, a court, or another position that involves legal administration or applying statutes and regulations to work activities. A college degree is highly preferred and can substitute for two of the three years of required experience but not the one year of specialized experience. Court and/or law firm experience is preferred. The ability to communicate effectively both orally and in writing is critical. The successful candidate must have excellent interpersonal skills and be able to 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:** Applicants 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 Court 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.

To provide the highest quality of service to the Northern District of Georgia's citizens while ensuring the health and safety of all who enter the courthouses, the United States District Court

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has implemented a COVID-19 Safety Principles Policy. Employees are required to provide proof of vaccination against COVID-19 or provide proof of a negative polymerase chain reaction (PCR) COVID-19 test twice weekly.

The selectee for this position is subject to a criminal record check, credit check, and satisfactory adjudication by the employing office to be eligible for employment. Candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 are not required to complete questions 18 through 20 regarding criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire.

**BENEFITS:**

- Accrual of paid vacation and sick leave days, based on length of service, and 11 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) a résumé; 2) a cover letter addressing qualifications and relevant experience; and 3) an application, Form AO 78, Federal Judicial Branch Application for Employment, (available via the following link: <http://www.uscourts.gov/forms/AO078.pdf>). Completed package as a single pdf file should be submitted electronically to [HR\\_GAND@gand.uscourts.gov](mailto:HR_GAND@gand.uscourts.gov) or via mail to the Human Resources Office, ATTN: Linda Cooke, Human Resources Manager, **Vacancy #22-26**, 2013 U.S. Courthouse, 75 Ted Turner Drive, SW, Atlanta, GA 30303-3338. **Preference given to applications received on or before June 20, 2022.** All applicants will be screened to identify the best qualified and most suitable candidate. Only the best qualified candidates will be invited for a personal interview. Interview and relocation expenses are not reimbursable.

***The United States District Court is an Equal Opportunity Employer.***