



UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH
SALT LAKE CITY, UTAH

VACANCY ANNOUNCEMENT

COURTROOM DEPUTY - ST. GEORGE, UT

04-UTD-18

OPEN DATE: AUGUST 17, 2018

CLOSE DATE: SEPTEMBER 10, 2018

The Office of the Clerk is recruiting for a well-organized, detail-oriented individual who possesses exceptional interpersonal and customer service skills and enjoys working with the public. This position is for a full-time Courtroom Deputy who will work independently in the St. George office for a district court judge and a part-time magistrate judge. The St. George office is currently located within the Utah State Courthouse (Fifth Judicial District) in St. George. The work schedule is Monday - Friday, 8:00 am – 5:00 pm, and the position is a Court Personnel System classification level 26-27.

POSITION OVERVIEW:

The Courtroom Deputy performs general and specialized court/courtroom functions. The duties involve managing the judges' caseloads, court proceedings, and chambers administrative duties. The incumbent provides courtroom support including scheduling court proceedings, recording pertinent results for minutes, preparation of civil and criminal judgments, and management of court calendars. The Courtroom Deputy represents the Clerk of Court in matters relating the courtroom administration and proceedings. This position also acts as the liaison between chambers, the Clerk's Office, counsel, other federal agencies, and the public. This position entails a high level of knowledge regarding court/courtroom operations.

REPRESENTATIVE DUTIES:

- Attend court sessions and conferences. Assist with the orderly flow of proceedings including, but not limited to, setting up the courtroom for hearings and trials, troubleshooting electronic evidence presentation systems, assuring presence of all necessary participants, and organizing and managing exhibits; take notes of proceedings and rulings and prepare electronic minute entries.
- Case management and docketing. Review case dockets and reports for necessary actions; keep judge and staff informed of case progress; draft routine orders and judgments for the judges' approval; docket notices, orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems.
- Communicate with jury clerk regarding upcoming trials, juror needs, etc. Assist the judge and counsel in jury selection; maintain records of jury selection and attendance; act as liaison between chambers, the Clerk's Office, counsel, and the public to ensure that trials proceed smoothly and efficiently; maintain contact with counsel during deliberations.
- Coordinate hearings. Create and docket notices; schedule court reporters, interpreters, and CJA counsel when necessary; coordinate with United States Marshals Office; maintain audio tapes of proceedings when no court reporter is present; arrange for transcriptions of audio tapes; answer questions from parties and the public regarding obtaining transcripts. Refer defendants to probation office as appropriate.
- Assist in the accurate statistical reporting requirements of the Administrative Office. Review the quality of electronically filed documents, ensuring that all orders, judgments, notices, and automated entries are appropriately and accurately docketed.
- Perform administrative responsibilities as assigned by the judges and law clerks; act as receptionist, answering telephone calls and providing information to a wide variety of people within and outside the court.
- Perform general duties as assigned.

MINIMUM QUALIFICATIONS:

This is a highly visible position within the court and requires dedication, professionalism, flexibility, commitment, and discretion. The successful candidate must be a high school graduate or equivalent with a minimum of two years of progressively responsible experience related to the processing of legal documents and monitoring legal procedures, use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. One of the two years specialized experience must be equivalent to work at the CL-25.

Other Requirements: The incumbent must have excellent communication and interpersonal skills to communicate effectively with judges, counsel, and other court employees. The incumbent must use good judgment and have the ability to serve customers well, handle several tasks at once, and work independently and accurately within specified time limits, as well as work collaboratively as part of a team. The incumbent should have the ability to take notes and summarize for minute entries, learn quickly and become proficient in the use automated systems to accomplish work, and apply a rules, regulations, directives, or laws with accuracy. The incumbent should also have demonstrated experience with technology, including proficiency in using electronic calendars, courtroom technology equipment, Windows, Adobe Acrobat, Excel, and Word.

PREFERRED QUALIFICATIONS:

Progressively responsible experience in a court environment is preferred. Experience in the federal judiciary is highly desirable. A bachelor's degree in a related field is also preferred.

SALARY AND BENEFITS:

The salary for this position is at CL 26 or \$44,562 - \$55,720 depending on length and relevance of experience. There is potential promotional opportunity up to a CL27 without further competition. The position falls within the Judicial Branch of the U.S. Government and the benefits include: health, dental, vision, life, long-term care, disability insurances, paid vacation and sick leave, retirement benefits, and tax-deferred savings plan. This position is subject to mandatory direct deposit participation.

CONDITIONS OF EMPLOYMENT:

All application information is subject to verification. Appointment to this position is contingent upon a background investigation including an FBI fingerprint check. The Courtroom Deputy is an excepted service position, serves at the pleasure of the court, and is an 'at will' employee who can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be United States citizens or be eligible to work in the United States. Multiple positions may be filled from this vacancy announcement.

APPLICATION INSTRUCTIONS:

Qualified candidates are invited to submit: 1) a cover letter; 2) a written response to the application questions listed below, no more than one page per response to each question; 3) a detailed resume including education, previous employment and salary history; and 4) an Application for Judicial Branch Employment (AO78). The application form (AO-78) is available on the court's web site <http://www.utd.uscourts.gov>. Completed application packages must be emailed or otherwise received at the address below no later than September 10, 2018. Incomplete applications will not be considered. Applications will be screened for qualifications, and only the most qualified applicants will be contacted and selected for a personal interview. All applicants scheduled for an interview should advise the Human Resources Office if an accommodation is necessary for an interview.

APPLICATION QUESTIONS:

1. What strengths would you bring to the position?
2. Describe how you have adapted to the use of new technology in your current or previous employment.
3. What is your philosophy of providing excellent customer service? Please give an example of a time when you have had a difficult customer service situation and how you resolved the problem.

Please email completed application packages in PDF format to UTD_HumanResources@utd.uscourts.gov or mail to:

**United States District Court
Human Resources, Room 2.117
Attn: Courtroom Deputy Position
351 So. West Temple
Salt Lake City, UT 84101**

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER