



UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH

SOUTHERN REGION, ST. GEORGE, UTAH

VACANCY ANNOUNCEMENT

COURTROOM DEPUTY

ST. GEORGE

02-UTD-26

OPEN DATE: APRIL 13, 2026

CLOSE DATE: OPEN UNTIL FILLED

PREFERRED APPLICATION DATE: MAY 1, 2026

The Office of the Clerk of the U.S. District Court for the District of Utah is accepting applications for a well-organized, detail-oriented individual who possesses exceptional interpersonal skills and enjoys working with the public in a highly professional court setting. This is a full-time Courtroom Deputy position supporting the Honorable Ann Marie McIff Allen. The work schedule will be Monday through Friday, 8:00 am – 5:00 pm, generally, with the possibility of work beyond this schedule when urgent matters require it. The position is in the St. George federal courthouse, with occasional travel to Salt Lake City, Moab, and other locations for hearings with the judge. The position is a Court Personnel System classification level 26-27, with a starting salary of \$54,372 - \$67,970 annually.

The U.S. District Court for the District of Utah is part of the federal Judicial branch of government and is independent of the Executive and Legislative branches. The court sets its own employment policies including remote work and performance management, while also valuing employees' individualism and continuing to strive towards a diverse, equitable and inclusive workplace.

POSITION OVERVIEW:

The Courtroom Deputy performs general and specialized court and chambers functions, in support of the assigned judge, the Clerk's office, and the Court generally. The duties include managing the judge's caseload and in-court criminal and civil proceedings. The Courtroom Deputy provides courtroom support including scheduling court proceedings; recording pertinent results for minutes; preparation of judgments; and management of court calendars. The Courtroom Deputy represents the Clerk in matters relating to courtroom administration and proceedings. Excellent oral and written communications skills enable the Courtroom Deputy to act as the liaison between the Clerk's Office, other federal and state agencies, and Chambers. This position entails a high level of knowledge and mastery of multi-faceted court and courtroom operations.

REPRESENTATIVE DUTIES INCLUDE:

- **Calendar:** Managing the judge's calendar, including scheduling and rescheduling hearings, scheduling courtroom use, scheduling virtual hearings if used, coordinating with the U.S. Marshals regarding transportation of defendants in custody, and preparing a daily/weekly kiosk calendar.
- **Noticing:** Docketing timely notices for hearings; notifying the clerk's office regarding interpreter and court reporter needs; notifying counsel, court reporters, and interpreters of hearings; and timely entering and/or vacating requests for jury notices.
- **Docketing:** Timely docketing entries in cases as required for your judge/chambers and as required by local rules, court procedures, and other internal guidance; and coordinating as needed with docketing clerks.

- Communication: Appropriate and timely in-person, email and telephone coordination with your assigned judge, law clerks, clerk's office, court staff, counsel, probation, attorneys and the general bar, U.S. Marshals, and the general public as needed on all case-related and administrative issues.
- Communication with magistrate judges' chambers: Appropriate and timely in-person, email, and telephone coordination on case related and administrative issues such as, providing sentencing dates, consent forms, and prompt confirmation as to whether a motion is referred/un-referred.
- Pre-Hearing Preparation: Arriving early to hearings to set up/stock the courtroom, test IT/AV systems, troubleshoot AV/IT issues if needed, preparing pre-hearing call sheet for the judge, and assisting court reporter/interpreter with set up as needed.
- Hearings: Calling court, recording court proceedings, administering oaths, managing recesses, note taking in preparation for preparing minute entries, receiving and documenting receipt of evidence, and closing court.
- Post-hearing responsibilities: Saving recordings in the proper location, writing and docketing minute entries, preparing judgments in criminal cases, docketing witness/exhibit lists or other hearing-specific entries, safeguarding and storing evidence, answering court reporter questions, and signing interpreter payment requests.
- Trial/evidentiary hearing preparation: Communicating with the jury administrator to work through case-specific jury plans/needs, coordinating with the judge and law clerks on case-specific trial responsibilities, working with counsel and the clerk's office to prepare/set up courtroom and related room resources for case specific needs, ordering or otherwise making plans for jury snacks/lunches, training on and/or testing of all courtroom electronic technology to be used at trial with trial counsel,, resolving transport and security issues for criminal defendants with U.S. Marshals, testing jury deliberation room IT and resolving any issues, stocking jury deliberation room with necessary supplies, and obtaining and reviewing advance witness and exhibit lists.
- Post-trial/evidentiary hearing responsibilities: Saving recordings in proper location; writing and docketing minute entries; and docketing the jury panel record, jury seating chart, witness and exhibit lists, voir dire, jury instructions, jury deliberation notes, and verdict form. Storing and documenting the location of exhibits through time for appeal/appeal. Delivering completed jury administrator paperwork. Destroying juror notes and clearing/tidying jury deliberation room.
- Case management/reports/review: In accordance with the requirements of your assigned judge, review and screen case dockets, CM/ECF reports, emails, and other resources to track cases; notify the judge/law clerks on case-related requests/motions/proposed orders; and follow through on assigned tasks to keep cases proceeding smoothly and efficiently.
- Assist other courtroom deputies: When possible, assist and accept coverage requests from other courtroom deputies. Schedule court proceedings (including hearings, trials, and phone and video conferences) and schedule administrative conferences.
- Clerk's office: Serve as liaison between clerk's office and chambers to ensure that chambers is aware of and implementing current policies and procedures; assist with the accurate statistical reporting requirements of the Administrative Office and court; and perform additional administrative responsibilities, as assigned, for the judges and court staff in the St. George location, including coverage for other staff when unavailable, and arranging coverage of duties when on vacation or sick leave.

- Additional tasks: Fulfill assigned responsibilities related to court committees, and/or performing other tasks as assigned by the judge and/or the clerk's office.
- 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 with a minimum of two years of progressively responsible experience related to the processing of documents and monitoring 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 CL25 level.

The Courtroom Deputy must have the ability to effectively communicate with judges, counsel and other court employees; use good judgment and tact; communicate with and serve customers well; work independently and accurately within specified time limits; work collaboratively as part of a team; work outside the standard schedule if an urgent matter arises; multitask; track details and deadlines; take notes and summarize for minute entries; learn and become proficient in the use of automated systems to accomplish work; apply a body of rules, regulations, directives, or laws with accuracy; and be proficient with Microsoft Word and Outlook, and have a working knowledge of Adobe Acrobat and Microsoft Excel. Applicants should be well groomed and exhibit a professional appearance.

PREFERRED QUALIFICATIONS:

Progressively responsible experience in a court environment is preferred. Experience in the federal judiciary is highly desirable. A Bachelor's, Master's or Juris Doctorate degree in a related field is strongly preferred.

SALARY AND BENEFITS:

The salary for this position is at a CL 26 or \$54,372 - \$67,970 depending on length and relevance of experience and education. There is potential promotional opportunity up to a CL27 without further competition. Transfer Courtroom Deputies will be considered at their current rate of pay.

The position falls within the Judicial Branch of the U.S. Government and benefits include participation in the FERS-FRAE retirement system, health, dental, vision and life insurance programs, holiday and leave accrual, tax deferred saving plan and periodic salary increases. This position is subject to mandatory direct deposit participation.

CONDITIONS OF EMPLOYMENT:

All application information is subject to verification. Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation with periodic updates every five years thereafter. 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.

APPLICATION INSTRUCTIONS:

Qualified candidates are invited to submit:

1. Letter of Interest
2. Detailed resume including education, previous employment and salary history
3. A written response to the application question listed below, no more than one page
4. Application for Judicial Branch Employment ([AO78](#))

5. If applicable, transcripts from college, university, or law school

Preference will be given to those completed application packages received by May 1, 2026. Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be selected for a personal interview. Interviewees must travel at their own expense, and relocation expenses will not be reimbursed. Interviews will be held in St. George, UT and initial training will take place in Salt Lake City, UT. Applicants who are invited to interview may advise the Human Resources Office if an accommodation is necessary.

APPLICATION PACKAGE QUESTIONS:

1. Why are you interested in this position? What experience and/or education do you have that would allow you to excel in this position?

Please email application packages in PDF format to UTD_HumanResources@utd.uscourts.gov

Or mail by May 1, 2026 to:

**United States District Court
Attn: Human Resources - St. George Courtroom Deputy
351 South West Temple
Salt Lake City, UT 84101**