



# UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH

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## VACANCY ANNOUNCEMENT

### COURTROOM DEPUTY

1-UTD-20

OPEN DATE: JANUARY 15, 2020

CLOSE DATE: JANUARY 22, 2020

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 is a full-time Courtroom Deputy position supporting U.S. District Judge Clark Waddoups. 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 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 the 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:**

- Schedule court proceedings (including hearings, trials, and phone and video conferences) and schedule administrative conferences.
- 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.
- Take notes of proceedings, rulings, notices and prepare minute entries to accurately reflect events, assignments, and decisions.
- Complete data entry and case maintenance in the court's electronic filing system. Review cases or reports for necessary actions. Keep judge and immediate staff informed of case progress and need for court intervention. Draft orders and judgments for the judge's approval including judgment commitment orders in criminal cases. Docket orders, pleadings, judgments, and minutes as directed by local court policy, using the court's electronic filing system.
- Inform jury clerk of upcoming trials, needs for jurors, etc. Assist the judge and parties in jury selection and maintain records of jury selection and attendance. Support the jury by communicating schedules, arranging meals, and handling other matters.
- Act as liaison between the Clerk's Office, the Court, the bar, counsel, the public, court staff, and the judges to ensure that cases proceed smoothly and efficiently. Maintain contact with counsel during case progress and jury deliberations. Refer inquiries to appropriate agencies, and defendants to the probation office.

- Schedule court reporters and interpreters; arrange for transcriptions; process transcripts; and answer questions from parties and the public regarding obtaining transcripts.
- Assist in accurate statistical reporting as required by the United States Administrative Office of the Courts. Review the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings.
- Manage, organize, and preserve exhibits used in court proceedings.
- Act as receptionist, be responsible for telephone coverage, and provide information to a wide variety of people within and outside the court.
- Perform administrative responsibilities as assigned for the judges and for the court, including coverage for other staff when unavailable, and arrange coverage of duties when on vacation or sick leave.
- Assist in troubleshooting electronic evidence presentation systems, courtroom video and telephone systems, and office computer and telephone systems.
- 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 specialized experience. Specialized experience is progressively responsible clerical or administrative experience related to the processing of legal documents, 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 or CL26 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; 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.

**PREFERRED QUALIFICATIONS:**

Progressively responsible experience in a court environment is preferred. Experience in the federal judiciary is highly desirable. A juris doctorate degree is highly preferred.

**SALARY AND BENEFITS:**

The salary for this position is at CL 26 (\$46,600- \$75,750) or CL27 (\$51,208 - \$83,210) 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, and disability insurance, with co-payment; paid vacation and sick leave; retirement benefits; and a tax deferred savings plan. This position is subject to mandatory salary direct deposit.

**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.

**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
4. Application for Judicial Branch Employment ([AO78](#))

The application form ([AO78](#)) is available via the court's web site <https://www.utd.uscourts.gov/> Completed application packages must be emailed or postmarked no later than January 22, 2020. 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 should advise the Human Resources Office if an accommodation is necessary to interview.

**APPLICATION PACKAGE QUESTION:**

1. Why are you interested in this position? What strengths would you bring to the position? What would you have to learn to excel in this position?

Please email application packages in PDF format to [UTD\\_HumanResources@utd.uscourts.gov](mailto:UTD_HumanResources@utd.uscourts.gov)

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Or mail or hand deliver by January 22, 2020 to:

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