
*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

Title: Courtroom Deputy
Location: Grand Rapids, Michigan
Closing Date: July 27, 2015 (close of business)
Salary Range*: CL 25/1 to CL 26/61 (\$38,704 - \$69,289)
**Starting salary dependent upon qualifications & experience.*

A great career opportunity is available with the U. S. District Court for the Western District of Michigan. Applications are being accepted for a full-time Courtroom Deputy to Magistrate Judge Phillip J. Green to be located in Grand Rapids.

Position Overview

The Courtroom Deputy is responsible for managing the magistrate judge's caseload, attending and logging court proceedings, processing orders, and recording proceedings in accordance with approved federal and local court procedures and rules. The Courtroom Deputy also provides assistance to chambers staff and Clerk's office staff with daily functions, as needed.

Representative Duties

- **Courtroom Duties** - Records court proceedings. Attends court sessions and conferences. Assists the judge as needed and assists with the orderly flow of proceedings including setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Takes notes of proceedings, rulings, notices and prepares and files minute sheets. Swears in witnesses and interpreters, as well as other parties, before the court. Processes transcript requests and answers questions from parties and the public regarding obtaining transcripts.
- **Criminal Case Administration** - Reviews the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and makes summary entries on the docket of all documents and proceedings. Enters documents and/or events in automated system according to court policy. Reviews reports for necessary actions. Answers inquiries on case status, ensuring confidentiality of any sensitive information. Keeps judge and immediate staff informed of case progress for proceedings. Ensures compliance with Speedy Trial Act.

- **Jury** - Ensures jury clerk is aware of upcoming trials, needs for jurors, etc. Assists the judge and parties in jury selection. Acts as liaison between the clerk's office, the bar, the public and the judge to ensure that cases proceed smoothly and efficiently. Maintains contact with counsel during deliberations.
- **Customer Service** - Provides basic information to public, bar, fellow staff and the court.
- **Administrative** - Prepares correspondence and distributes documents, notices, judgments and orders.
- **Other** - Participates in on-going training and professional development activities. Participates in work groups that focus on system and operational efficiencies and improvements. Serves as backup to Judicial Assistant, other courtroom deputies, and Clerk's office staff, as needed. Performs other duties as assigned.

Mandatory Qualifications

Must possess two years of general experience and one year of specialized experience at a qualifying level. **General Experience:** Progressively responsible professional administrative, clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. **Specialized Experience:** Progressively responsible administrative experience requiring the regular and recurring application of complex procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Outside of court system, such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations. **Education Substitutions:** Education above the high school level may be substituted for required general experience on the basis of 1 academic year (30 semester or 45 quarter hours) equals one year experience. Note: Education may not be substituted for specialized experience because this position requires hands-on experience to be credited as specialized experience. The candidate must also have excellent interpersonal skills and oral and written communication skills, be organized and detail-oriented, and have the ability to manage several priorities at one time.

Court-Preferred Qualifications

- Knowledge of legal terminology and federal court procedures
- Previous court or courtroom experience
- WordPerfect/Word experience
- Experience with electronic case filing system
- Bachelor's degree from an accredited institution.

Benefits

Employees of the U.S. District Court have access to an excellent benefits package which includes the Federal Employees Retirement System (FERS), Thrift Savings Plan (like 401k), health, life, dental & vision insurance, long-term care insurance, flexible spending program, 10 paid holidays per year, and a leave accrual program.

Conditions of Employment

Applicants must be U.S. citizens or eligible to work in the United States. The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. This position is subject to mandatory electronic funds transfer (direct deposit) for salary payment. Appointment is provisional and contingent upon successful completion of a FBI fingerprint check and background investigation. Judiciary employees serve under excepted appointments and are considered “at will” and can be terminated with or without cause by the Court. The U.S. Courts require employees to adhere to the Code of Conduct for Judicial Employees that is available to applicants for review at the court’s web site at www.miwd.uscourts.gov.

How to Apply

For consideration, qualified applicants must provide the following:

- a letter of interest that includes how he/she heard about the posting and includes a statement of how their knowledge, skills and abilities have prepared them for this position;
- a list of professional references (including how reference knows applicant); and
- a completed Application for Judicial Branch Federal Employment, AO78 form, available at <http://www.uscourts.gov/formsandfees/forms/AO078.pdf>.

Correct spelling, proper grammar and appropriate writing style will be reviewed in consideration of qualifications. Incomplete or late applications will not be considered. Required documents can be sent via mail or email. If sending via email, please email all required documents in pdf format, preferably in one document, to human_resources@miwd.uscourts.gov. If sending via mail, please send all required documents to: Attn: Personnel Specialist, U.S. District Court, 399 Federal Building, 110 Michigan St. NW, Grand Rapids, MI 49503 **by 4:30p.m. on July 27, 2015.**

EQUAL OPPORTUNITY EMPLOYER

Updated: 7/9/2015