



## **POSITION VACANCY – 2014-2**

May 1, 2014

Clerk's Office, United States District Court  
Eastern District of Washington  
**Spokane, Washington**

### **COURTROOM DEPUTY TO MAGISTRATE JUDGE**

Court Personnel System Classification Level: CL 27

Career Salary Range CL 27 \$46,365 (minimum) to \$75,407 (maximum)

Application Closing Date: 5:00 pm - Friday, May 16, 2014

The U.S. District Court Clerk's Office offers an opportunity for self-motivated individuals with excellent interpersonal skills and strong work ethic to launch or continue a career in public service. Our fast paced prestigious environment consists of challenging, rewarding work and great training opportunities.

#### **INTRODUCTION**

The Courtroom Deputy to a Magistrate Judge is responsible for managing the judge's cases, performing calendaring duties, coordinating, attending and recording court proceedings, taking notes of proceedings and preparing minutes and drafting judgments. The Courtroom Deputy assists the judge in keeping hearings and/or trials running smoothly and in an orderly fashion.

#### **REPRESENTATIVE DUTIES OF THE POSITION**

- Manage the judge's cases by: calendaring and regulating their movement; monitoring filing of pertinent documents and timely responses to judicial orders; and setting dates and times for hearings, trials and conferences.
- Coordinate hearings. Attend court sessions and conferences. Call calendar, note appearances, and 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, and notices and prepare and file in-court minutes. Swear in witnesses as well as other parties appearing before the court.
- Record court proceedings using digital audio equipment.
- Coordinate with staff for upcoming jury trials and any specific requirements.
- Scheduling/hiring interpreters pursuant to established policies and procedures, including completing required log and voucher for payment to interpreter.
- Enter documents and/or events in case management system according to court policy. 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 in civil and criminal cases.

- Review reports for necessary actions. Process transcript requests and answer questions from parties and the public regarding obtaining transcripts. Answer inquiries on case status, ensuring confidentiality of sensitive information. Keep judge and immediate staff informed of case progress or proceedings.
- 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.
- Assist in the statistical reporting requirements of the Administrative Office. Prepare correspondence and reports and distribute documents, notices, judgments, and orders. Provide basic information to the public, bar, and the court.
- Perform other related duties as assigned.

## **QUALIFICATIONS**

To qualify for the position of Courtroom Deputy to Magistrate Judge, a person must be a high school graduate or equivalent and must have at least six years of progressively responsible clerical or administrative experience in the legal field including two years of specialized experience. Specialized experience is hands-on experience directly related to the duties and responsibilities of this position.

Education above the high school level may be substituted for some of the general experience; one academic year equals one year of general experience. Knowledge of legal terminology and legal documents is required. Thorough knowledge of and skill in using automated equipment including word processing applications is required.

The successful candidate must also possess:

- excellent interpersonal skills;
- excellent oral and written communication skills;
- ability to exercise mature judgment;
- ability to multitask under strict deadlines;
- ability to consistently demonstrate sound ethics and judgment

## **POSITION REQUIREMENTS**

- Ability to maintain confidentiality and communicate information accurately and in a timely manner with individuals within and outside the court.
- Knowledge of and skill in the use of personal computers and office equipment.
- Ability to coordinate, organize and manage a variety of tasks. Time management skills, including the ability to adjust to conflicting duties and demands with poise, tact and equanimity; establish and maintain good working relationships with others. Experience in listening to and interpreting information.

The successful candidate must be:

- a self starter;
- highly organized;
- responsible;
- tactful;
- professional in appearance, demeanor and conduct;
- able to work harmoniously with others; and
- able to communicate effectively.

### INFORMATION FOR APPLICANTS

Qualified applicants should submit a U.S. District Court Employment Application, a letter of interest and resume, prior to the deadline, to:

Human Resources Specialist  
Office of the Clerk, U. S. District Court  
Rm. 840 Thomas S. Foley United States Courthouse  
920 West Riverside Avenue - P.O. Box 1493  
Spokane, WA 99210

You may also email your application package (as 1 document in PDF format) to:  
[HR@waed.uscourts.gov](mailto:HR@waed.uscourts.gov) and type **CDMJ-2014-2** in subject line

Applicants may pick-up a U.S. District Court employment application form from the Clerk's Office in Spokane, Richland or Yakima; the application form can also be downloaded from the Court's public web site at: <http://www.waed.uscourts.gov>.

The U.S. District Court requires employees to follow a code of conduct. Selectee is subject to a twelve (12) month probationary period. **The final candidate will be subject to a background investigation.** Employee will be hired provisionally pending the results of the background investigation. The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the District Court Executive may elect to select a candidate from the original qualified applicant pool.

## **Benefits**

Employees of the United States District Court are not covered by the Office of Personnel Management's civil service classification system or regulations, and are considered "at will" employees. Judiciary employees are, however, entitled to the same benefits as other federal employees. These include:

- 13 days paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service
- 13 days of paid sick leave per year (unlimited accumulation)
- 10 paid holidays per year
- Subsidized medical coverage with employee premiums paid from pre-tax salary (all pre-existing conditions for self and family covered)
- Flexible Benefits Program (pre-tax flexible spending for health care and dependent care costs)
- Subsidized Life Insurance Options (guaranteed acceptance)
- Eligibility for Long Term Disability Plan Group Rate
- Participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching up to 5% of your contribution)
- Participation in the Federal Employees Retirement System
- Creditable service time in other federal agencies, or the military, will be added to judiciary employment when computing employee benefits.

## **The Eastern District of Washington**

The U.S. District Court for the Eastern District of Washington Clerk's Office is headquartered in Spokane, with divisional offices in Yakima and Richland. The court has four active district judges, six senior district judges, and two full-time magistrate judges. These judicial officers and their staff and the Clerk's Office staff total 85.

*THE U.S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER  
AND VALUES DIVERSITY IN THE WORKPLACE*