

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF OKLAHOMA

Position Title:	Courtroom Deputy
Location:	Muskogee, Oklahoma
Closing Date:	August 19, 2016
Salary/Range:	CL 26-CL 27 (\$43,140.00 to \$77,030.00 Actual starting salary dependent upon qualifications and experience/If hired at CL 26 promotion potential to CL 27 without competition

POSITION OVERVIEW

This position is located in the Clerk's office of the United States District Court for the Eastern District of Oklahoma. The incumbent manages the court docket, performs full courtroom duties, and processes all court-related documents.

DUTIES AND RESPONSIBILITIES

Assists with the management of 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. Keeps judge and immediate staff informed of case progress.

Attends court sessions and assists with orderly flow of proceedings including but not limited to setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Takes notes of proceedings and rulings and prepares minute entries. Informs jury department of upcoming trials, need for jurors, etc. Acts as liaison among clerk's office, the bar and the judge to ensure cases proceed smoothly. Serves as a source of information on scheduling conferences, hearings, trials, and other case processes. Performs other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

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 at, or the equivalent of, one level below the starting classification level. Experience in a court environment is preferred. Experience in the federal judiciary is highly desirable.

Other Requirements: Ability to effectively communicate with judges, counsel and other court employees. The incumbent must use good judgment and tact. The incumbent should have the ability to communicate with and serve customers well, to work independently, as well as collaboratively as part of a team, and multitask. Ability to take notes and summarize for minute entries. Ability to learn and use automated systems to accomplish work. Knowledge of and skill in the use of automated systems.

EDUCATION

High school graduation or equivalent required. College degree preferred.

BENEFITS

Federal benefits include paid vacation and sick leave; health, life, dental, vision, disability, and long term care insurance plans; retirement; matching and tax-deferred Thrift Savings Plan; paid holidays, and periodic salary increases.

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for applicants to review upon request. Employees will be hired provisionally pending the results of a background investigation.

Employees of the United States District Court are Excepted Service Appointments. Excepted Service Appointments are at will and can be terminated with or without cause by the court.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposits.

HOW TO APPLY:

Submit a detailed resume and salary history to:

United States District Court for the Eastern District of Oklahoma
Tami Collins
Chief Deputy Court Clerk
P.O. Box 607
Muskogee, Oklahoma 74401
Fax: 918-684-7901
Email: tami_collins@oked.uscourts.gov

**** The Court is an Equal Opportunity Employer ****