

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT EASTERN DISTRICT OF OKLAHOMA

Position Title:	Courtroom Deputy
Location:	Muskogee, Oklahoma
Closing Date:	January 24, 2020
Salary/Range:	CL 26-CL 27 (\$45,321.00 to \$80,933.00) 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 clerk 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

To qualify for placement at the CL 26 level, the incumbent must have at least one year of specialized court experience or equivalent work experience in a professional environment at the CL-25 level, and for placement at the CL-27 level, the incumbent must have two years of specialized experience, with at least one year equivalent to work at the CL-26 level, as determined by a review of the resume and completed application form.

Additional Requirements: The candidate must possess strong organizational, analytical, and verbal and written communication skills and must display a professional demeanor at all times. Solid typing and computer skills and the ability to work with a variety of programs and computer applications required. Must have the ability to communicate information accurately and in a timely manner to individuals within and outside the judiciary. Must have the ability to speak to groups. The incumbent must maintain confidentiality and use sound judgment.

PREFERRED QUALIFICATIONS

- Bachelor's Degree
- Knowledge of legal terminology and processes
- Experience working in a state or federal court
- Prior courtroom experience and knowledge of courtroom procedures

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 Federal Bureau of Investigation (FBI) background check.

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. Travel and relocation expenses are not reimbursed.

The Court reserves the right to amend or withdraw this announcement without written notice to applicants. Only applicants selected to receive an interview will be notified by phone or email.

HOW TO APPLY:

Submit all of the following documents as a single pdf: (1) cover letter, (2) resume, (3) a list of references, and (4) a completed AO-78, Application for Federal Judicial Branch employment (found on the court's website at www.oked.uscourts.gov) to:

United States District Court for the Eastern District of Oklahoma
Attention: Tami Collins, Chief Deputy Court Clerk
P.O. Box 607
Muskogee, Oklahoma 74401

Or submit via email to: tami_collins@oked.uscourts.gov

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