

***** CAREER OPPORTUNITY *****



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF OKLAHOMA**

Position Title: Courtroom Deputy I
Location: Muskogee, Oklahoma
Closing Date: Open until filled; preference given to applications received by May 24, 2022
Classification: CL-25 – CL-26
Salary Range: \$43,767-78,379 **Actual salary determined by qualifications and experience. If hired at CL-25 promotion potential to CL-26 without competition.*

POSITION OVERVIEW:

The United States District Court for the Eastern District of Oklahoma is accepting applications for the position of Courtroom Deputy I. This position reports to the Clerk of Court. The Courtroom Deputy will manage the court docket, perform all courtroom duties, and process all court-related documents for one of the Court's United States Magistrate Judges.

DUTIES AND RESPONSIBILITIES:

- Assists with the management of the magistrate judge's cases by calendaring and docketing pleadings.
- Monitors filings of pertinent documents and timely responses to judicial orders.
- Sets dates and times for hearings, trials, and conferences.
- Keeps magistrate judge and 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 the presence of all necessary participants, and managing exhibits.
- Takes notes of proceedings and rulings and prepares minute entries.
- Informs jury clerk of any upcoming trials and need for jurors.
- Acts as liaison among clerk's office, the bar, and the judge.
- Serves as source of information on scheduling conferences, hearings, trials, and other case events.
- Performs other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

- To qualify for placement at the CL 26 level, the successful candidate 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 successful candidate 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 resumé and completed application form.

- The successful candidate must possess strong organizational, analytical, and verbal and written communication skills and must always display a professional demeanor.
- 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 successful candidate 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 deputy experience and knowledge of courtroom procedures.

CONDITIONS OF EMPLOYMENT:

- Employees must be a United States citizen or eligible to work in the United States.
- Employees are required to adhere to the Code of Conduct for Judicial Employees.
- Employees of the United States District Court are Excepted Service Appointments.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposits.
- Travel and relocation expenses are not reimbursed.
- As a condition of employment, the selected candidate will be subject to an FBI fingerprint check and employment will be considered provisional until completed.

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 (similar to a 401K); paid holidays; and periodic salary increases. Information about judiciary benefits can be found at www.uscourts.gov.

HOW TO APPLY:

Submit the following documents: (1) cover letter, (2) resumé, (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: Bonnie Hackler, Chief Deputy Clerk
P.O. Box 607
Muskogee, Oklahoma 74401

Or submit via email in a single .pdf file to: bonnie_hackler@oked.uscourts.gov

***** THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS. *****