

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



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

Position Title: Courtroom Deputy Work Leader
Location: Muskogee, Oklahoma
Closing Date: Open until filled; preference given to applications received by October 1, 2021
Classification: CL-28
Salary Range: \$61,988-100,739 **Actual salary determined by qualifications and experience.*

POSITION OVERVIEW:

The United States District Court for the Eastern District of Oklahoma is accepting applications for the position of Courtroom Deputy Work Leader. This position reports to the Clerk of the Court. The Courtroom Deputy Work Leader will assist with the supervision of the Court's Courtroom Deputies, act as a relief Courtroom Deputy, and serve as a backup to the Court's Data Quality Analyst.

DUTIES AND RESPONSIBILITIES:

- Assists in planning, coordinating, and monitoring the workload of Courtroom Deputies to ensure accurate and timely completion of tasks.
- Acts as a backup Courtroom Deputy when needed.
- Supervises and trains the Court's Courtroom Deputies. Evaluates and recommends training needs for the Courtroom Deputies and provides the necessary resources for both formal and informal training.
- Provides subject matter expertise to internal and external users on procedural matters and serves as an informational resource to the Courtroom Deputies and support staff in resolving conflicts regarding the same.
- Assists in the preparation of manuals and guides as resource tools for Court Clerk's staff.
- Monitors case management reports and brings problematic cases to the attention of the Court Clerk.
- Acts as a backup to the Court's Data Quality Control Analyst.
- Performs other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

- Two years of specialized experience. At least one year must be equivalent to work at the next lower level. Education may be substituted for the specialized experience at the CL 27 or 28 levels.
- The 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.
- The candidate must maintain confidentiality and use sound judgment.

PREFERRED QUALIFICATIONS:

- Bachelor's Degree.
- Experience working in a state or federal court.
- Prior courtroom 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 and considered "at will" employees.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposits.
- As a condition of employment, the selected candidate will be subject to a government background investigation, including an FBI fingerprint and criminal records check.
- The selected candidate will be hired provisionally pending successful completion of the FBI investigation and receipt of a favorable suitability determination.

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. More 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) via email in one pdf file to bonnie_hackler@oked.uscourts.gov or via U.S. mail to:

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

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