



## POSITION ANNOUNCEMENT

**POSITION:** Courtroom Deputy

**LOCATION:** Burlington, Vermont

**ANNOUNCEMENT NUMBER:** 2014-02

**POSITION STATUS:** Full-Time Permanent

**OPENING DATE:** May 31, 2014

**CLOSING DATE:** Open Until Filled

**SALARY RANGE:** \$42,199 - \$68,639

**DEVELOPMENTAL RANGE:** \$42,199 - \$52,775

**CLASSIFICATION LEVEL:** CPS CL-26

Salary dependent upon qualifications and experience, including court preferred skills.

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The Clerk's office for the United States District Court for the District of Vermont provides administrative, operational, and technical support to the federal court at three staffed locations: Burlington, Brattleboro, and Rutland. This position is located in the Clerk's office in Burlington with infrequent travel to Rutland and Brattleboro. The incumbent assists in the management of a judge's caseload, performs full courtroom duties, receives and processes case-related documents and assists in other clerk's office functions as necessary.

### **DUTIES AND RESPONSIBILITIES:**

Manages a federal district judge's cases using the court's case management system; monitors filing of pertinent documents and timely responses to judicial orders; keeps judges and immediate staff informed of case progress; drafts judgments for the judge's approval; acts as a liaison between the Clerk's office, case participants, government agencies and the judge to ensure cases proceed smoothly and efficiently;

Attends court sessions and conferences; assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, performing jury selections and managing exhibits; takes notes of proceedings and rulings and prepares minute entries; operates evidence presentation system, video conference, and teleconference equipment; assigns court-appointed counsel in criminal proceedings; schedules court reporters and interpreters;

Reviews, prepares, and distributes monthly statistical reports regarding the judge's court time; responds to inquiries from a wide range of sources including attorneys, litigants, and the general public; disseminates information to case participants and other interested parties;

Serves as backup to case administrator and judicial assistant; travels to other court locations as necessary; serve as additional support to other areas of the Operations team as needed; performs other duties as assigned by management.

## **MINIMUM QUALIFICATIONS:**

General Experience: The candidate must be a high school graduate (or equivalent) and possess two years of general experience. General experience is progressively responsible experience which provides evidence the applicant has: (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate effectively with others, orally and in writing; and (4) the capacity to employ the knowledge, skills, and abilities in the resolution of problems.

Specialized Experience: The candidate must have three years of progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters.

## **DESIRABLE QUALIFICATIONS / COURT PREFERRED SKILLS:**

Knowledge of legal terminology; excellent interpersonal and communication skills; ability to manage competing priorities in a dynamic environment; detail oriented; experience working in a legal field with various technologies to accomplish work tasks; experience with an electronic case filing system; a bachelor's degree from an accredited four-year college or university is preferred.

## **EXPERIENCE AND EDUCATIONAL SUBSTITUTIONS:**

Education above the high school level in an accredited institution may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of experience. Note: Education may not be substituted for specialized experience because this position requires hands-on experience to be credited as specialized experience.

## **BENEFITS:**

Judiciary employees are not classified under Civil Service, but are entitled to similar benefits. These include the Federal Employees Retirement System (FERS); Thrift Savings Plan; health, life, and disability insurance programs; flexible spending accounts; 10 paid holidays per year and a graduated leave plan; and periodic pay increases contingent upon funding and performance. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees.

## **APPLICATION PROCESS:**

Qualified applicants should submit a cover letter and resume to:

By email: HR@vtd.uscourts.gov  
Subject: Courtroom Deputy Position

By mail: U.S. District Court  
Attn: Courtroom Deputy Position  
P.O. Box 945  
Burlington, VT 05402-0945

The U.S. District Court is an Equal Opportunity Employer. The court reserves the right to withdraw the job announcement without prior notice. Only applicants selected for interviews will be contacted. Applicants must be a U.S. citizen or be eligible to work in the United States. Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request. Travel and/or relocation expenses are the responsibility of the applicant. The successful applicant will be subject to a background check as a condition of employment. All appointments are subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.