



**THE UNITED STATES DISTRICT AND BANKRUPTCY COURTS
FOR THE
DISTRICT OF COLUMBIA**

POSITION: Magistrate Judge Courtroom Deputy

LOCATION: Washington, DC

SALARY RANGE: CL 26 (\$45,468 - \$73,939)

Salary determined by work experience, prior/present pay history and previous federal government experience.

Opening Date: February 10, 2014

Closing Date:

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POSITION OVERVIEW

This position is located in the Operations Division of the Clerk's Office of the United States District and Bankruptcy Courts for the District of Columbia. The Magistrate Courtroom Deputy reports to an Operations Manager and will be assigned to a Magistrate Judge.

The incumbent will have daily contact with the staff of the Clerk's Office, the public, the bar and will perform a full range of duties.

DUTIES AND RESPONSIBILITIES SUMMARY

Maintains control records of the cases assigned to the magistrate judge as they are filed. Examines all papers filed in an action to the magistrate judge to determine that they conform with the rules of practice.

Calendars and regulates the movement of cases by fixing (or by resetting when necessary) dates and times for hearings on various types of motions, pre-trial hearings, bond hearing, pre settlement conferences and trials, notifying counsel and other parties concerned, and monitoring the civil cases assigned until conclusion.

Confers with attorneys, acting as liaison between the magistrate judge and counsel. Acts as a source of information to attorneys on the special procedures of the magistrate judge or court, answers procedures questions, and assists with compliance.

Promotes the efficient use of the court's time by actively encouraging the counsel involved to bring their case to maturity for trial or final disposition.

Prepares special reports for the magistrate judge and clerk's office on the status of cases assigned. Maintains frequent contact with attorneys regarding the status of cases in order to have a basis for such reports.

Processes the appointment of attorneys when such services are authorized for defendants in criminal cases.

Prepares or supervises the preparation of calendars.

Calls the court calendar.

Conducts arraignments of defendants in criminal cases.

Notes the appearance of counsel in matters before the court.

Impanels the jury and administers oaths to jurors. Provides liaison with the jury clerk for ordering and cancellation of juries. Keeps required records on other jury matters.

Swears witnesses and interpreters. Swears attorneys on admission and administers oaths of allegiance to applicants for citizenship. Prepares verdict forms, judgments, and orders.

Advise the financial section of the Clerk's Office of matters affecting that section particularly, such as the imposition of fines and orders of restitution by the magistrate judge in criminal cases or central violations bureau fines.

Enters judgments and other actions of court in dockets, order books, and other records.

Prepares statistical records of matters coming before the magistrate judge.

Serve as additional support to other areas of the Operations Division as needed and assigned.

EDUCATION AND QUALIFICATIONS

The successful candidate **must** at a minimum have a high school diploma or the equivalent. A bachelor's degree from an accredited four-year college or university is preferred. Education above high school level may be substituted for general experience.

Prospective candidates should have a minimum of three years responsible specialized experience to include progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws.

Legal/court experience highly preferred, but not required.

The ability to communicate effectively both orally and in writing is critical.

Must have excellent interpersonal skills and be able to effectively communicate with staff to determine needs and maintain complete and accurate records and files.

Excellent organizational skills, the ability to respond to requests on short notice and the ability to manage multiple tasks and stringent deadlines, are essential.

Must be proficient in Microsoft Word, Word Perfect and other computer applications.

BENEFITS

This position appointment is entitled to a generous benefits package which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Credit for prior government service towards leave accrual rates and retirement

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 to applicants to review upon request.

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 deposit.

Final candidates must be able to pass a security clearance.

APPLICATION INFORMATION

Qualified persons interested in being considered for this position are invited to submit an application packet to include the following:

(1) **Judicial Employment Application Form-Form AO 78**, located on the Court's internet site at www.dcd.uscourts.gov

(2) **Cover letter** explaining you your experience relates to the position requirements and

(3) **Resume** detailing all relevant experience, education and skills.

All application materials are to be sent to:

**Sonia Jackson, SPHR
Director, Human Resources
Human Resources Department
United States District and Bankruptcy Courts, DC
333 Constitution Avenue, NW
Room 4601
Washington, DC 20001**

Or

Via email to: DCD_HumanResources@dcd.uscourts.gov

If your application packet does not provide all information requested, you may lose consideration for this position.

Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice.

Applicants selected for interviews must travel at their own expense.

Equal Opportunity Employer