

UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA

www.vaed.uscourts.gov



★ **JOB OPPORTUNITY NUMBER: FY 18-009**

POSITION: Courtroom Deputy

LOCATION: Alexandria, VA

Opening Date: June 26, 2018

**Closing Date: Open until filled
Applications received by July 17th
will receive first consideration.**

CLASSIFICATION LEVEL/SALARY RANGE: CL 26 - CL 27 (\$49,525 - \$81,548)

Actual starting salary dependent upon experience.

POSITION OVERVIEW

This position is located in the Clerk's Office of the United States District Court for the Eastern District of Virginia, Alexandria Division. The incumbent manages the court docket, performs full courtroom duties, prepares orders and judgments, 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. Drafts judgments for the judge's approval.

Informs jury department of upcoming trials, need for jurors, etc. Assists judge and parties in jury selection and compiles records of jury selection and attendance.

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

Two years of progressively responsible experience related to the processing of legal documents and monitoring legal procedures, use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. One of the two years specialized experience must be equivalent to work at the CL-25. Experience in a court environment is preferred. Experience in the federal judiciary is highly desirable.

Other Requirements: Ability to effectively communicate with judges, counsel and other court employees. The incumbent must use good judgment and tact. The incumbent should have the ability to communicate with and serve customers well, to work independently, as well as collaboratively as part of a team, and multitask. Ability to take notes and summarize for minute entries. Ability to learn and use automated systems to accomplish work. Knowledge of and skill in the use of automated systems.

EDUCATION

High school graduation or equivalent required. College degree preferred.

BENEFITS

A generous benefits package is available and includes:

- A minimum of 10 paid holidays per year
- Paid annual leave
- Paid sick leave
- Retirement benefits
- Optional participation in the Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in the choice of Supplemental Dental and Vision Insurance
- 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
- Optional participation in private long-term disability plan
- Credit for prior government service
- Optional participation in Transit Subsidy

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 will be hired provisionally pending the results of a full background investigation.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

APPLICATION INFORMATION

Interested applicants must submit a cover letter, resume, the Application for Federal Employment (document can be found under "Related Links" on the Career Opportunities page of our website), and a list of references.

Applications received by July 17, 2018, will receive first consideration. Submit electronically to: jobs@vaed.uscourts.gov Hard copy and faxed copies of applications will not be accepted.

Only applicants selected for an interview will be notified. Unsuccessful applicants will not receive notice.

The United States District Court is an Equal Opportunity Employer.