

UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA

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★ **JOB OPPORTUNITY NUMBER: FY 17-001**

POSITION: Courtroom Deputy to a Magistrate Judge

LOCATION: Alexandria, VA

Opening Date: October 13, 2016

Closing Date: November 1, 2016
Applications received by October 24, 2016,
will receive first consideration

CLASSIFICATION LEVEL/SALARY RANGE: CL 26 - CL 27 (\$47,075 - \$64,650)

Actual starting salary dependent upon qualifications.

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

Manages the magistrate judge's cases by calendaring and regulating their movement, monitoring filing of and responses to orders, court scheduling, and keeping staff informed of case progress.

Attends court sessions and assists with orderly flow of proceedings. Makes verbatim electronic recording of proceedings and creates logs of proceedings and participants. Prepares minutes and judgments.

Prepares, completes, and transmits dockets to Central Violation Bureau (CVB). Opens and closes cases and enters information into CM/ECF. Issues warrants, subpoenas, summons, and writs as requested.

Performs backup duties for other magistrate clerks and provides relief coverage for district and magistrate judge courtroom deputies, as required.

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.

Other Requirements: Ability to effectively communicate with judges, counsel and other court employees. 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. Incumbent must be extremely detail-oriented and possess strong organizational, analytical, problem-solving, customer service, and interpersonal skills.

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 the Transit Subsidy Program

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 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.

To ensure consideration, applications must be received **by October 24, 2016**. 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.