
VACANCY ANNOUNCEMENT (16-05)



United States District Court - Middle District of PA

COURTROOM DEPUTY Harrisburg, Pennsylvania

SALARY: CL 26-01 (\$43,185) - CL 27-61 (\$77,110)

Opening Date: December 28, 2016 - Closing Date: January 17, 2017

The United States District Court for the Middle District of Pennsylvania is seeking qualified candidates for the position of full-time Courtroom Deputy. The position is based in Harrisburg and provides support to a United States District Judge.

POSITION OVERVIEW: Representative duties of the position include managing the judge's cases through calendaring to facilitate case movement, reviewing information for pending cases and motions, ensuring all records and reference materials are available, facilitating court proceedings, both civil and criminal, and conferences, assisting in jury selection, acting as a liaison with the bar and the public, and serving as a source of information on scheduling conferences, hearings, trials and other processes. Key duties include docketing orders and other court generated documents into the court's electronic filing system (CM/ECF), operating the electronic courtroom technology equipment, opening and closing cases, processing appeals and performing data quality.

QUALIFICATIONS: The successful candidate should be a high school graduate or equivalent and have two (2) years of general experience. For the CL 27 salary level, the applicant must have two (2) years of specialized experience, including one (1) year equivalent to work at the CL 26 salary level. For the CL 26 salary level, the applicant must have one (1) year of specialized experience, including at least one (1) year equivalent to work at the CL 25 level. Specialized experience includes progressively responsible 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 legal and specialized terminology and automated software and equipment for word processing, data entry or report generation.

A bachelor's degree in a related field and/or paralegal certificate is highly preferred. The applicant must display initiative, excellent verbal and written communication skills, a positive attitude, ability to work in a team environment, be detail oriented, possess excellent interpersonal skills and exercise discretion in dealing with confidential information.

The applicant should possess thorough knowledge and understanding of the policies and procedures of the court, familiarity with CM/ECF, knowledge of legal terminology, experience in preparing reports, skill in communicating and working with judges, counsel and others in scheduling events and managing courtroom logistics, ability to multi-task

QUALIFICATIONS (cont'd):

under strict deadlines, and ability to take notes and summarize material for minutes, entries and judgments. The incumbent must possess excellent computer and typing skills. Knowledge of Microsoft Word, IBM Lotus Notes and Adobe Acrobat is required. Preference will be given to candidates with prior court experience and/or work experience in a legal environment. Occasional travel may be required.

BENEFITS: This is a full-time position which is eligible for the Federal Judiciary's comprehensive benefits package which includes annual and sick leave, health and life insurance, dental and vision insurance, retirement plan, matching, tax-deferred and/or Roth Thrift Savings Plan, flexible spending accounts for health and dependent care, long-term care insurance and paid holidays.

SALARY: The salary range is CL 26-01 (\$43,185) - CL 27-61 (\$77,110), commensurate with qualifications, specialized experience, budgetary considerations and/or any prior classifications under the Judiciary Salary Plan and/or the Court Personnel System. Applicant must be a U.S. citizen or lawful permanent resident actively seeking citizenship. The successful candidate is hired provisionally, pending the results of an FBI Background Investigation. Employees are required to use electronic fund transfer (EFT) for payroll purposes. (Promotion potential to a CL 27 without further competition.)

The court provides reasonable accommodations to applicants with disabilities. If you require a reasonable accommodation for any part of the application process, please notify the District Court's Human Resources Office at (570) 207-5670. The decision on granting a reasonable accommodation will be made on a case by case basis. Travel for the interview and/or relocation expenses are not authorized.

TO APPLY: Applicants are invited to submit a cover letter, list of three references, resume (including salary history), and a completed AO 78 Application for Judicial Branch Federal Employment, which may be downloaded from the court's web site at www.pamd.uscourts.gov. All documents are to be forwarded as one file via email to:

hr_pamd@pamd.uscourts.gov

Closing date for applications is January 17, 2017.

Court employees are "at will" and serve at the pleasure of the court. The Federal Government Civil Service classification or regulations do not apply. The U.S. District Court is an equal opportunity employer.

The court reserves the right to modify the conditions of this vacancy announcement, to withdraw the vacancy announcement or to fill the position at any time before the closing date, any of which actions may occur without any prior written or other notice. Due to the volume of applications received, only candidates in consideration for this position will be contacted.