

VACANCY ANNOUNCEMENT (VA 22-05)



United States District Court - Middle District of PA

COURTROOM DEPUTY I Full-Time Position with Benefits **Scranton, Pennsylvania**

SALARY: CL 26-1 (\$48,190) – CL 26-61 (\$78,379)

Opening Date: August 8, 2022, 2022 - Closing Date: August 29, 2022

The United States District Court, Middle District of PA, is seeking qualified applicants for the position of full-time Courtroom Deputy (40 hours/week). The Courtroom Deputy provides administrative and operational support to a United States District Judge. The position is based in the Scranton Office and reports to the Court Services Manager, as well as to the assigned Judicial Officer (Honorable Malachy E. Mannion). Travel to the other divisional offices (Harrisburg, Williamsport, and Wilkes-Barre), as well as business travel, may be required. This position may also require working beyond normal business hours.

POSITION OVERVIEW:

The Courtroom Deputy manages the Judge's caseload, attends and logs court proceedings, processes orders and records proceedings, and provides courtroom and other assistance to the Judicial Officer and the court. Duties are accomplished through effective calendaring, efficient scheduling of conferences, hearings, trials, and other case events, organizing and attending court proceedings, recording pertinent results of judicial decisions for minutes and drafting judgments. Responsibilities also include monitoring filings to ensure compliance with rules, regulations and procedures, reviewing cases or reports for necessary action, drafting and preparing orders for the Judge's review, docketing orders, pleadings, judgments and minutes in a timely and accurate fashion in compliance with local court policy, making entries into the court's electronic filing system (CM/ECF), preparing and reviewing case management and statistics to ensure accuracy, and serving as a liaison among the Judge's staff, Clerk's Office staff, the bar, public and other agencies.

REPRESENTATIVE DUTIES:

- Records court proceedings. Manages and organizes exhibits used in court proceedings. 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 and managing exhibits.
- Takes notes of proceedings, rulings, notices and prepares minute entries electronically. Reviews cases or reports for necessary actions.
- Keeps the Judge and immediate staff informed of case progress. Assists the Judge and parties in jury selection and maintains records of jury selection and attendance. Acts as liaison between the Clerk's Office, the bar, the public and the Judge to ensure that cases proceed smoothly and efficiently.

REPRESENTATIVE DUTIES (cont'd):

- Informs the Jury Department of upcoming trials. Drafts orders and judgments for the Judge's approval including judgment commitment orders. Dockets orders, pleadings, judgments, and minutes as directed by local court policy, using automated systems.
- Schedules court reporters and interpreters; processes transcripts; arranges for transcriptions; and answers questions from parties and the public regarding obtaining transcripts. Refers defendants to probation office as appropriate.
- Coordinates hearings. Assists in the accurate statistical reporting requirements of the Administrative Office. Reviews the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and makes summary entries on the docket of all documents and proceedings.
- Performs case administration duties and/or provides training or assistance to employees performing case administrative duties and administrative tasks, such as financial transactions.

QUALIFICATIONS:

To qualify for the CL 26-1, the successful candidate must be a high school graduate or equivalent, have two (2) years of general experience and one (1) year of specialized experience. General experience is progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Specialized experience is 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 that involve the routine use of legal and specialized terminology and automated software and equipment for word processing, data entry or report generation.

Education above the high school level may be substituted for required general experience based on one (1) academic year (30 semester or 45 quarter hours) equals one (1) year of general experience. Education may not be substituted for specialized experience.

To qualify at a higher step within the CL 26 level (CL 26-2 to CL 26-25), the successful candidate must be a high school graduate, have two (2) years of general experience and two (2) years of specialized experience or must possess job-related court preferred skills.

The applicant must display initiative, excellent verbal and written communication skills, a positive attitude, ability to work in a team environment, be detail oriented, flexible, and exercise discretion in dealing with confidential information. The applicant must also possess excellent organizational skills, demonstrate good judgment, possess a demeanor and appearance appropriate for a professional legal office environment, communicate effectively with a variety of individuals in a positive manner and balance demands of varying workloads, responsibilities, and deadlines.

The successful candidate is required to have working knowledge of Microsoft Office 365, specifically Word and Outlook, and Adobe Acrobat. Applicant must possess proficient typing and personal computer skills, as well as excellent proofreading skills.

COURT PREFERRED QUALIFICATIONS:

Additional qualifications, experience and skills preferred, but not required, include:

- A bachelor's degree in criminal justice, political science, business, or a related field and/or paralegal certificate;
- Knowledge of CM/ECF (court's electronic filing system), PACER (public access to court electronic records), legal terminology, legal documents and federal and local rules;
- Knowledge of courtroom proceedings and applicable requirements;
- Experience in a federal or state court system or other business or legal field requiring interpretation of complex rules, procedures and statutes;
- Ability to maintain confidentiality and impartiality and consistently demonstrate sound ethics, good judgment, a positive attitude, and a high level of professionalism; and
- Skill in the use of automated equipment, including word processing applications, requisite court computer programs and automated case management systems.

SALARY:

The salary range for the position is CL 26-1 (\$48,190) to CL 26-61 (\$78,379), commensurate with qualifications, specialized experience, budgetary considerations and/or prior classification under the Judiciary Salary Plan and/or the Court Personnel System. The position has promotion potential after eighteen (18) months to the CL 27 without further competition, based on performance and at the discretion of the Clerk of Court and subject to budgetary considerations.

BENEFITS:

This is a full-time position which is eligible for the Federal Judiciary's comprehensive benefits package which includes paid annual and sick leave, health and life insurance, dental and vision insurance, retirement plan, Thrift Savings Plan (matching, Traditional (tax-deferred) and/or Roth), flexible spending accounts for health and dependent care, long-term care insurance, parking subsidy program (contingent on budgetary funding), employee assistance program, transportation subsidy program and eleven (11) paid Federal holidays per calendar year. Additional information about the Federal Judiciary's benefits can be found at www.uscourts.gov/careers/benefits.

CONDITIONS OF EMPLOYMENT:

- Successful candidate must be a United States citizen or eligible to work in the United States;
- The successful candidate is hired provisionally, pending the results of a federal background check.
- 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 for reimbursement;

CONDITIONS OF EMPLOYMENT (cont'd):

- This position may require working beyond normal business hours (8:30 a.m. to 5:00 p.m.) to meet the demands of the court;
- Employees are required to use electronic fund transfer (EFT) for payroll purposes (Direct Deposit); and
- The selectee for this position is subject to a criminal record check and satisfactory adjudication by the employing office to be eligible for employment. Candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 are not required to complete questions 18-20 regarding criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire.

The uscourts.gov/careers web page provides a means for candidates to report alleged violations of the Fair Chance to Compete for Jobs Act. This is the only applicant complaint avenue available.

TO APPLY:

Applicants are invited to electronically submit a cover letter; resume (including educational information, employment experience and salary history); three (3) professional letters of reference and contact information; 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 PDF file via email to:

HR1_PAMD@pamd.uscourts.gov

Please include in the subject line: COURTROOM DEPUTY I (VA 22-05)

Closing date for applications is August 29, 2022 (close of business).

The United States District Court is an Equal Opportunity Employer.

This Vacancy Announcement may be used to fill more than one position, if another position becomes vacant within a reasonable timeframe of this announcement.

All information provided by an applicant is subject to verification. Applicants are advised that false statement or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The United States District Court, Middle District of PA, 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.

Employees of the United States District Court, Middle District of PA, serve under excepted appointments and are considered "at will" and can be terminated with or without cause at any time.