UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON
Vacancy Announcement
14-WAW-07

February 2014

MAGISTRATE JUDGE CLERK – NEW ARRESTS

Court Personnel System Classification Level: CL 25/26

Developmental Range Salary $40,903 – $56,312
Full Performance Range Salary $51,135 – $73,238
Depending upon experience and qualifications

Position open until filled; preference given to resumes received by February 27, 2014

The U.S. District Court for the Western District of Washington is seeking a qualified Magistrate Judge Clerk – New Arrests. This position is located in the office of the Clerk of Court at the federal courthouse in Seattle, Washington. Some travel to the divisional offices may be required.

The Magistrate Judge Clerk-New Arrests manages all new arrests and serves as in-court deputy for initial appearances, supports the magistrate judge courtroom deputies, and opens all magistrate judge cases.

REPRESENTATIVE DUTIES:

- Receives new cases, analyzes documents for distribution to the appropriate Judicial Officer. Assign cases, open cases, issues search and arrest warrants in criminal cases. Responsible for daily monitoring and review of all filings in magistrate judge cases and grand jury matters.
- Makes summary entries of all criminal magistrate judge documents and proceedings on the docket. Reviews information relating to pending cases to ensure all records and reference materials are available.
- Review history of each case as notified of arrest to confirm necessity of initial appearance. Acts as courtroom deputy for initial appearances by attending court sessions. Assist with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring the presence of all necessary participants, taking minutes of the proceedings, generating appearance bonds, preparing minute entries, and scheduling future court proceedings.
- Opens and maintains all highly confidential sealed grand jury files and documents. Analyzes documents for distribution to the appropriate judicial officer.
- Serve as liaison with chambers, keeping communication open between chambers and other agencies regarding all matters before the Magistrate Judge on the New Arrest daily calendar.
- Serves as back up for the Bellingham calendar.
- Serves as back up interpreter coordinator.

QUALIFICATIONS:

- High school diploma or equivalent and a minimum of three years of progressively responsible administrative, technical or professional experience. Knowledge of Word Perfect and/or Word desired.
- Collaborative and consensus-building work style with the ability to adjust responsively to a variety of audiences.
- Thorough knowledge and understanding of the policies and procedures of the court.
- Ability to communicate accurately and in a timely manner with judges, clerk's office staff, members of the bar and the public.
- Broad knowledge of the purpose and content of documents in criminal magistrate judge cases and the ability to summarize, make docket entries, and take appropriate actions.
- Ability to consistently demonstrate sound ethics and judgment.

PREFERRED QUALIFICATIONS:

- Knowledge of the Clerk's Office, intake procedures, criminal docketing, court calendaring, and in-court procedures.
- Demonstrated knowledge of the Court's CM/ECF (case management / electronic case filing) system.
- Proficiency with a wide range of technology, including Microsoft Office and SharePoint.

INFORMATION FOR APPLICANTS:

Qualified applicants should submit the following:

- Cover letter
- Resume
- Answer to the following essay question in one page or less:

  Describe a situation where you worked as part of a team to resolve a problem or implement a project - what was your role on the team, what obstacles did you encounter, and what was the outcome?

Submit completed packet to:

Human Resources (#14-WAW-07)
U. S. District Court Clerk's Office
U.S. Courthouse
700 Stewart Street, Suite 2218
Seattle, WA 98101

Or via e-mail (Word or Acrobat .pdf format) to: Seattle_Personnel@wawd.uscourts.gov

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel at their own expense. Qualified applicants selected for interviews will be tested.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.

BENEFITS:

Employees of the United States District Court are considered "at will" employees. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term disability and long term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are not covered by the Office of Personnel Management's civil service classification system or regulations. For additional information on employment with the federal courts, please visit www.uscourts.gov.

The United States District Court is an equal opportunity employer and values diversity in the work place.