

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

VACANCY ANNOUNCEMENT
14-WAW-17

JUNE 2014

MAGISTRATE JUDGE COURTROOM DEPUTY

Court Personnel System Classification Level: CL 26/27

Developmental Range Salary \$45,027 - \$61,867

Full Performance Range Salary \$56,312 - \$80,460

Depending upon experience and qualifications

Additional promotional potential without further recruitment

Position open until filled; preference given to applications received by July 6, 2014

The U.S. District Court for the Western District of Washington is currently accepting applications for a qualified Magistrate Judge Courtroom Deputy. This position will be located in the office of the Clerk of Court at the federal courthouse in Seattle, Washington; some travel within the district may be required.

The Magistrate Judge Courtroom Deputy is responsible for scheduling hearings, managing in-court proceedings and trial schedules, and assists in managing a Magistrate Judge's caseload. This position is a liaison between judicial chambers and attorneys, interpreters, and the U.S. Marshals for specific case related information.

The successful candidate will be self motivated, articulate and detail oriented. This position requires professionalism, discretion, excellent communication skills, flexibility, initiative, and commitment. The magistrate judge courtroom deputy is part of a self directed team, works closely with chambers staff, and interacts with outside agencies as well as the public.

REPRESENTATIVE DUTIES:

- Manages judge's cases by calendaring and regulating their movement; monitoring, posting and maintaining pertinent documents; scheduling hearings, trials and conferences.
- Manages court sessions and conferences by monitoring the orderly flow of proceedings, setting up the courtroom, assuring the presence of all necessary participants, managing exhibits for counsel and witnesses, taking notes of proceedings and rulings, and preparing and posting minute entries and/or orders.
- Acts as a liaison between other teams within the Clerk's office, the bar, the U.S. Marshal's office, U.S. Probation and Pretrial Services, and chambers to ensure that cases proceed smoothly and efficiently. Serves as a primary source of information on scheduling conferences, hearings, military calendars, trials and other case processes.
- Prepares daily calendar: Organizes, researches history of each case, generates calendar, converts document to appropriate format for public display on internet and elsewhere, circulates and updates as needed.

- Issues notices of hearing to counsel and all parties involved of date, location and requirements of the hearing.
- Posts all minute entries of court proceedings, orders, and all other necessary documents submitted in Court. Ensures that all automated entries are appropriately linked for proper case management. Performs daily quality control checks on all cases pending before the Magistrate Judge.
- Opens cases upon receipt of initiating documents such as complaints, criminal information, indictments and Probation and Pretrial Services petitions. Closes cases upon receipt of terminating documents, such as judgments and dispositive orders.

QUALIFICATIONS:

The successful candidate will possess:

- Demonstrated experience with technology such as electronic calendars and courtroom technology;
- Strong organizational and time management skills and experience handling multiple workload demands;
- Collaborative and consensus-building work style with the ability to interact with a wide variety of people tactfully and courteously;
- Strong computer skills, including Microsoft Office and SharePoint;
- Willingness to learn and implement new technology;
- Sound ethics and judgment;
- Strong verbal and written communication skills;
- Professional demeanor;
- Ability and desire to function in a self directed team based environment.

Preferred skills include:

- Knowledge of criminal docketing, court calendaring and in-court procedures;
- Knowledge of CM/ECF (case management/electronic case filing) system;
- Knowledge of federal and local rules.

EDUCATION:

A high school diploma or equivalent and a minimum of two years progressively responsible administrative, technical or professional experience is required. A bachelor’s degree and experience in a courtroom is preferred.

INFORMATION FOR APPLICANTS:

Qualified applicants should submit the following:

- Cover letter
- Resume
- Narrative statement of no more than one page that answers the following question: Describe a time in your work history where your communication skills made a difference. What was the situation, what did you do, and what was the outcome?

Submit application materials to:

Human Resources (#14-WAW-17)
U. S. District Court
700 Stewart Street, Suite 2218
Seattle, WA 98101

Or via e-mail (Word or 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.