



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

COURTROOM DEPUTY CLERK

ANNOUNCEMENT NUMBER 17-WAW-14

ANNOUNCEMENT DATE March 22, 2017

CLOSING DATE Preference given to resumes received by April 9, 2017

The U.S. District Court for the Western District of Washington is seeking a qualified Courtroom Deputy to a Senior United States District Judge. This position is located at the federal courthouse in Tacoma, Washington.

REPRESENTATIVE DUTIES

The courtroom deputy position assists in managing the judge's caseload, trial schedule, and provides courtroom support including scheduling court proceedings, recording pertinent results for minutes, working with juries, and managing court calendars. This position works closely with chambers staff and is the liaison between the clerk's office and chambers. This position also works between chambers, attorneys, interpreters, and the U.S. Marshals Service to ensure that cases proceed smoothly and efficiently. Additional duties for this position include: Coordinating court reporter coverage for Tacoma, performs the cashier reconciliation and deposit functions for the Tacoma Clerk's Office when not in court, processing Cost Bills for Tacoma cases, assisting the jury department, and providing coverage for other courtroom deputies.

QUALIFICATIONS

The courtroom deputy position is highly visible within the court and requires professionalism, flexibility, commitment, initiative and discretion. It requires a minimum of three years of progressively responsible court or legal office experience and the ability to apply a body of rules, regulations and directives. The successful candidate must be diplomatic, detail-oriented, dedicated, and possess the demonstrated ability to work without close supervision. Other requirements include:

- High school diploma or equivalent;
- Strong technical skills working with Microsoft Office, SharePoint, courtroom technology (DEPS) and the Jury Electronic Evidence Presentation System (JEEPS);
- Customer service focus and the ability to deal with a wide variety of people tactfully and courteously, both in person and on the phone;
- Good oral and written communication skills;
- The ability to work effectively within a team environment;
- Strong organizational skills and time management experience in handling multiple workload demands;
- Accuracy and attention to detail.
- The ability to maintain confidentiality, demonstrate sound judgment, and handle sensitive material is essential.

<p>PREFERRED QUALIFICATIONS</p>	<ul style="list-style-type: none"> • Knowledge of federal rules and procedures; • Courtroom experience; • Experience with CM/ECF; • A bachelor’s degree.
<p>SALARY</p>	<p>Court Personnel System Level: CL26, Step 1 – 61, \$47,338 - \$76,932 CL27, Step 1 – 61, \$52,013 - \$84,514</p> <p>Depending on experience and qualifications; additional promotional potential without further recruitment.</p>
<p>INFORMATION FOR APPLICANTS</p>	<p>Qualified applicants should submit the following:</p> <ul style="list-style-type: none"> • A letter of interest addressing relevant work experience; • A current resume; and • A narrative statement of no more than one page that answers the following question: <p><i>Describe a time in your work history where you made an independent judgment call that affected a large number of people or departments. What was the situation, what did you do and what was the outcome?</i></p> <p>Please submit all materials via e-mail (Word or Acrobat .pdf format) to: seattle_personnel@wawd.uscourts.gov</p> <p>Or send to:</p> <p>Human Resources (#17-WAW-14) U. S. District Court 700 Stewart Street, Suite 2218 Seattle, WA 98101</p> <p>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 may be tested.</p> <p>The United States District Court requires employees to follow a code of conduct. 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.</p> <p>The Federal Financial Management Reform Act requires direct deposit of federal wages.</p> <p>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.</p> <p>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.</p>

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.