



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

COURTROOM DEPUTY CLERK

ANNOUNCEMENT NUMBER 20-WAW-02

ANNOUNCEMENT DATE December 30, 2019

CLOSING DATE Preference given to resumes received by Sunday, January 19, 2020 or until filled.

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 Seattle, Washington.

REPRESENTATIVE DUTIES

This position is part of the Western District of Washington's Clerk's Office and works in a self-managed team environment. The incumbent has responsibilities for a large caseload and independently manages cases, monitors document filings and responses to judicial orders, drafts documents for review by the Judge, attends court sessions and conferences, posts orders to the docket, acts as liaison among the Clerk's Office, members of the bar, and the Judge, and serves as the primary source of information on scheduling conferences, hearings, trials, and other case management processes.

QUALIFICATIONS

The minimum qualification for this position is one to two years of specialized, progressively responsible administrative or legal experience, preferably in a law firm, legal counsel's office, or court environment. This fast-paced and challenging position requires the successful applicant to present a professional demeanor at all times and to possess strong organizational, analytical, oral and written communication skills. The successful candidate must also be knowledgeable in the use of legal terminology, be able to apply a body of rules, regulations, directives or laws, and be proficient in the use of technology. The person in this position must exercise sound judgment, maintain confidences, work harmoniously with others, and foster high ethical standards.

PREFERRED QUALIFICATIONS

Knowledge of federal rules and procedures; Prior court experience; Experience with CM/ECF, (the Judiciary's automated case management system); Bachelor's degree.

SALARY

Court Personnel System Classification Level:

CL26, Step 1 – 61, \$49,384 - \$80,238

CL27, Step 1 – 61, \$54,234 - \$88,189

Depending on experience and qualifications; additional promotional potential without further recruitment.

**INFORMATION FOR
APPLICANTS**

Qualified applicants need to submit a letter of interest addressing relevant work experience and a current resume in a single PDF attachment by email to seattle_personnel@wawd.uscourts.gov or by mail to U.S. District Court – Human Resources (20-WAW-02) 700 Stewart St, Seattle, WA 98101. Complete job vacancy announcement and a summary of benefits may be found on the Court's website at www.wawd.uscourts.gov under "Careers". To be considered for this position, candidates must submit the entire application package in the manner prescribed by the instructions.

BENEFITS

The District Court offers a generous benefit package competitive salary, and a dedication to work/life balance including; flexible schedules, ORCA transit passes, 24-hour on-site fitness center, and telework opportunities. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term care options, annual sick leave accrual, and ten paid holidays per year. Judiciary employees are not covered by the Executive Branch civil service classification system or regulations. For additional information on employment with the federal courts, please visit www.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 may be tested.

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.

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. Employees of the United States District Court are considered "at will" employees.

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