



UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF WASHINGTON

## MAGISTRATE JUDGE CLERK – NEW ARRESTS

**ANNOUNCEMENT NUMBER** 20-WAW-03

**ANNOUNCEMENT DATE** October 18, 2019

**CLOSING DATE** Open until filled; preference given to resumes received by November 17, 2019

Become a valued member of a dynamic team and create a positive impact on our federal court system. The U.S. District Court for the Western District of Washington is seeking a qualified Magistrate Judge Clerk – New Arrests. This position is in the office of the Clerk of Court at the United States District Courthouse in Seattle, Washington. In-district travel may be necessary.

The Magistrate Judge Clerk for New Arrests manages all new arrests and serves as the courtroom deputy for initial appearances, supports the Magistrate Judge Courtroom Deputies, and opens all Magistrate Judge cases.

**REPRESENTATIVE DUTIES**

- Reviews the history of each case, once notified of arrest, to confirm the necessity of an initial appearance. Acts as courtroom deputy for initial appearances by attending court sessions. Ensures the orderly flow of proceedings including 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.
- Serves as the liaison between chambers and the other agencies required to attend initial appearances, keeping chambers informed of any changes and updates to matters on the New Arrest daily calendar. Communicates daily with agencies such as the U.S. Marshals Service, U.S. Probation and Pretrial Services, the U.S. Attorney's Office, and the Federal Public Defender's Office to ensure initial appearances run smoothly.
- Receives new case documents, assigns case numbers, distributes certified copies, opens cases, and docket all materials received in CM/ECF.
- Receives and analyzes highly confidential documents for review by the appropriate judge. Responsible for daily monitoring and review of all filings in Magistrate Judge cases and grand jury matters.
- Serves as back up courtroom deputy for the Bellingham, WA Central Violations Bureau (CVB) calendar. Travel required.
- Serves as back up interpreter coordinator including hiring interpreters for all hearings in the Seattle District Courthouse, preparing payment vouchers, and liaising between interpreters and the Court.
- Responds to public inquiries regarding new arrests, initial appearances, and CVB matters.

<b>QUALIFICATIONS</b>	<p>A successful candidate will possess:</p> <ul style="list-style-type: none"> <li>• Experience with technology such as electronic calendars and courtroom technology;</li> <li>• Strong organizational and time management skills, including experience handling multiple concurrent workload demands;</li> <li>• A collaborative and consensus-building work style with the ability to interact with a wide variety of people tactfully and courteously;</li> <li>• Strong computer skills, including Microsoft Office and SharePoint;</li> <li>• Strong verbal and written communication skills;</li> <li>• A professional demeanor;</li> <li>• The ability to maintain confidentiality, demonstrate sound judgment, and handle sensitive material.</li> <li>• An attendance record that indicates reliability and commitment.</li> </ul>
<b>PREFERRED QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Knowledge of criminal docketing, intake procedures, court calendaring, and in-court procedures.</li> <li>• Knowledge of CM/ECF (case management/electronic case filing) system;</li> <li>• Knowledge of federal and local rules.</li> <li>• Bachelor's degree from an accredited university.</li> </ul>
<b>SALARY RANGE</b>	<p>Court Personnel System Classification Level:</p> <p>CL25, Step 1 – 61, \$44,829 - \$72,885</p> <p>CL26, Step 1 – 61, \$49,384 - \$80,238</p> <p>Depending on experience and qualifications; additional promotional potential without further recruitment.</p>
<b>INFORMATION FOR APPLICANTS</b>	<p>Qualified applicants should submit the following:</p> <ul style="list-style-type: none"> <li>• Cover letter</li> <li>• Resume</li> <li>• Narrative statement of no more than one page that answers the following question: <i>Describe a time when you had to work under intense pressure. What was the situation and how did you handle it?</i></li> </ul> <p>Via e-mail (Word or Acrobat .pdf format) to: <a href="mailto:seattle_personnel@wawd.uscourts.gov">seattle_personnel@wawd.uscourts.gov</a></p> <p>Or to:</p> <p>Human Resources (#20-WAW-03), 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 will be tested.</p>

<b>BENEFITS</b>	<p>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.</p> <p>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.</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> <p>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 <u>not</u> 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 <a href="http://www.uscourts.gov">www.uscourts.gov</a>.</p>
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