



UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF WASHINGTON

## COURTROOM DEPUTY CLERK

**ANNOUNCEMENT NUMBER** 20-WAW-10

**ANNOUNCEMENT DATE** January 19, 2020

**CLOSING DATE** Open until filled; preference given to resumes received by February 2, 2020

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

**REPRESENTATIVE DUTIES**

This position is part of the District Court Clerk's Office and works as part of a self-directed team. The incumbent has responsibility for the caseload of two senior judges, independently managing cases, performing docketing and quality assurance for all document filings, responding to judicial orders, drafting documents for review by the Judges, attending court sessions and conferences, and acting as liaison among the Clerk's Office, members of the bar, and the Judges. This position is the primary source of information on scheduling conferences, hearings, trials, and other case management processes.

In addition to these duties, the courtroom deputy in this position will be the primary back-up deputy for the team; act as liaison for all out-of-district video hearings and visiting judges; and process cost bills for all Seattle cases.

**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, \$51,049 - \$82,982

CL27, Step 1 – 61, \$56,097 - \$91,155

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

<p><b>INFORMATION FOR APPLICANTS</b></p>	<p>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:</p> <p><a href="mailto:seattle_personnel@wawd.uscourts.gov">seattle_personnel@wawd.uscourts.gov</a>, or by mail to:</p> <p>U.S. District Court – Human Resources (20-WAW-10) 700 Stewart Street, Suite 2218 Seattle, WA 98101.</p> <p>Complete job vacancy announcement and a summary of benefits may be found on the Court’s website at <a href="http://www.wawd.uscourts.gov">www.wawd.uscourts.gov</a> under “Careers”. To be considered for this position, candidates must submit the entire application package in the manner prescribed by the instructions.</p>
<p><b>BENEFITS</b></p>	<p>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 <a href="http://www.uscourts.gov">www.uscourts.gov</a> .</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 <a href="#">code of conduct</a>. 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. Employees of the United States District Court are considered “at will” employees.</p>