



UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF WASHINGTON

## COURTROOM DEPUTY CLERK

**ANNOUNCEMENT NUMBER** 22-WAW-21

**ANNOUNCEMENT DATE** March 25, 2022

**CLOSING DATE** Open until filled; preference given to resumes received by April 10, 2022

The U.S. District Court for the Western District of Washington is seeking a qualified Courtroom Deputy for incoming U.S. District Judge John H. Chun. This position is located at the federal courthouse in Seattle, Washington. This position is part of the District Court Clerk's Office and works as a part of a self-directed team.

### REPRESENTATIVE DUTIES

- Responsible for calendaring and regulating case movement, monitoring filing of pertinent documents and timeliness of responses to judicial orders; setting dates and times for hearing, trials, and conferences; setting and tracking deadlines; examining documents filed in an action assigned to the judge to determine whether they conform to the rules of practice.
- Attends court proceedings. Assists with the orderly flow of proceedings that includes, but is not limited to, setting up the courtroom, assuring presence of all necessary participants, managing exhibits, assisting with jury selection, calling court to order, administering oaths, swearing in witnesses, arranging for interpreters, hosting and directing virtual hearings, trials and meetings using platforms such as Zoom or Microsoft Teams, operating courtroom technology, and conducting telephone conference calls.
- Takes notes of proceedings and rulings and prepares minute entries; prepares and distributes documents such as calendars; prepares and enters judgments; maintains case management statistics; assists other courtroom deputies when needed.
- Keeps judge and chambers staff informed of case progress. Answers procedural questions and acts as a source of information to attorneys and pro se litigants.
- Acts as a liaison between the judge and other Clerk's Office staff, Probation and Pretrial Services, the bar, the United States Marshals Service, the United States Attorney's Office, the Federal Public Defender's Office, other government agencies, and pro se litigants to ensure that cases proceed smoothly and efficiently.
- Performs other duties as assigned.

### QUALIFICATIONS

- One to two years of specialized, progressively responsible administrative, legal, or clerical experience, preferably in a law firm, legal counsel's office, or court environment. Experience should be in performing duties closely related to the work of this position, demonstrating the necessary knowledge, skills, and abilities.
- High school diploma or equivalent.

**The successful candidate must also possess:**

- Excellent, professional written and verbal communication skills.
- Experience with technology such as electronic calendars, courtroom technology, and virtual meeting platforms such as Zoom or Microsoft Teams.



Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Employees of the United States District Court are considered “at will” employees. Applicants selected for interviews must travel (for in-person interviews) or connect via Zoom (for remote interviews) at their own expense.

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 United States District Court for the Western District of Washington is an Equal Opportunity Employer. We encourage applications from all qualified individuals and seek a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran’s status, disability, religion, and socio-economic circumstance.

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. If 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.

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