



## Notice of Vacancy

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<b>Position Title:</b>	Courtroom Deputy Full-time/Regular, Excepted Service
<b>Announcement No.:</b>	2024-03
<b>Location:</b>	Charlottesville, Virginia
<b>Opening Date:</b>	May 6, 2024
<b>Closing Date:</b>	May 27, 2024
<b>Salary Range:</b>	\$52,831 – \$85,844 (CL 26 steps 1-26) Starting salary defaults to Step 1 but affords limited discretion for advanced in step appointments commensurate with qualifications and experience. Promotion potential to a grade CL-27 without further competition.

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The Clerk's Office for the Western District of Virginia seeks a professional to manage the caseload and provide courtroom and other assistance for a federal judicial officer by scheduling/managing court calendars, attending and recording court proceedings, processing orders, and drafting judgements for chambers located in Charlottesville. The Clerk's Office currently consists of 41 employees who support 9 judicial officers and their staff located in six divisions throughout the district (Abingdon, Charlottesville, Danville, Harrisonburg, Lynchburg, and Roanoke). Occasional travel, including overnight, within and outside the district is required. More than one position may be filled from this announcement.

### REPRESENTATIVE DUTIES

- Manage the judge's cases by calendaring, including distributing and monitoring deadlines, monitoring filing of pertinent documents, and timely responses to judicial orders. Calendar and regulate case movement. Serve as the primary source of information on scheduling conferences, mediations, hearings, trials, and other case processes.
  - Keep the judge and immediate staff informed of case progress. Review cases and reports for necessary actions. Act as liaison between the Clerk's Office, the bar, the public, the judge, and chambers staff to ensure that cases proceed smoothly and efficiently.
  - Coordinate hearings and mediations, communicate need for court reporters and interpreters, and inform jury clerk of upcoming trials, needs for jurors, etc. Assist the judge and parties in jury selection and maintain records of jury selection and attendance. Maintain contact with counsel during deliberations.
  - Assist with naturalization ceremonies, furnishing information and instructions, attending naturalization hearings, processing paperwork prior to and upon completion of court hearing, including statistical and quarterly reports, and acting as a liaison with the U.S. Citizenship & Immigration Services (USCIS), the U.S. Attorney's Office, and other collateral parties, i.e., color guard or civic groups.
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- Assist with the administration of Grand Jury, including empaneling grand jury, preparing Grand Jury Orders, maintaining indictments, and processing returns, sealing indictments by appropriate motion and order, and issuing warrants as directed by the court.
  - Record court proceedings. Manage and organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems. Attend court sessions and conferences. Assist with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Take notes of proceedings and rulings and prepare notices and minute entries electronically.
  - Draft orders and judgments for the judge's approval including judgment and commitment orders. Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems.
  - Monitor for release of exhibits and sealed documents. Verify and issue summons.
  - Assist in the accurate statistical reporting requirements of the Administrative Office. Review the quality of electronically filed documents, ensuring that all order and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings.
  - May perform case administration duties and/or provide training or assistance to employees performing case administration duties, and administrative tasks such as financial transactions.
  - Perform other duties as assigned and/or as may be unique to a divisional office's operations.

## **QUALIFICATIONS**

At least one (1) year of specialized experience is required.

Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

Clerical/administrative experience in the legal field or prior federal judiciary experience is preferred. The ideal candidate is a self-directed, highly organized professional who is mature, responsible, and tactful; demonstrates initiative and the ability to exercise good judgment; is able to work harmoniously with a variety of staff at all levels of the organization; possesses excellent communication skills; understands the importance of confidentiality; and maintains a professional demeanor and appearance at all times.

## **BENEFITS**

As part of a generous total compensation package, the federal judiciary offers a diverse group of benefit programs, including health, dental, vision, and life insurance coverage, paid holidays, annual and sick leave accrual, participation in flexible reimbursement accounts, and retirement benefits. For more information, visit the [Benefits](#) page on the United States Courts' website.

## **CONDITIONS OF EMPLOYMENT**

Must be a U.S. citizen or meet the citizenship requirements for employment in the Judiciary. Visit the Court's web site at <http://www.uscourts.gov/Careers/CareerCitizenshipRequirements.aspx> for additional information on citizenship requirement. Selectees are subject to a background investigation, including fingerprinting, and subsequent favorable suitability determination. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of salary. The Court requires employees to adhere to the Code of Conduct for Judiciary Employees, which is available for review on the Court's web site at <http://www.uscourts.gov/RulesAndPolicies/CodesOfConduct.aspx>.

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## HOW TO APPLY

Qualified candidates must submit: 1) a letter of interest; 2) a detailed resume; 3) contact information for three professional references; and 4) the [Judicial Application for Employment – Form AO78](#).

Application packets should be submitted as a **single PDF** via email to [careers@vawd.uscourts.gov](mailto:careers@vawd.uscourts.gov) and reference **Courtroom Deputy #2024-03** in the subject line. Only complete application submissions will be considered. Complete application submissions must be received before **5:00 p.m. ET** on May 27, 2024.

Due to the anticipated high volume of applications expected to be received, the Court will communicate only with those individuals who are invited for a personal interview. Unsuccessful applicants will not receive notice.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. Applicants scheduled for an interview should advise the Court if a reasonable accommodation will be necessary. **The United States District Court is an Equal Opportunity Employer.**