



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF MISSISSIPPI

OXFORD DIVISION
911 Jackson Avenue, Suite 369
Oxford, MS 38655

DAVID CREWS
Clerk of Court

ABERDEEN DIVISION
301 West Commerce Street, Suite 308
Aberdeen, MS 39730

GREENVILLE DIVISION
305 Main Street, Suite 329
Greenville, MS 38701

NOTICE OF VACANCY

Announcement Number: 15-103

Location: Aberdeen, Mississippi

Position Title: Magistrate Judge Courtroom Deputy

Classification Level: CL-26 - CL-27

Salary Range: \$53,302 - \$76,152 annually (depending on experience)

Type of Appointment: Full-time

Opening Date: April 1, 2015

Closing Date: April 17, 2015 or until filled

Position Overview:

This position will be based in Aberdeen, Mississippi, but will entail occasional overnight travel to Oxford and Greenville, and infrequent overnight travel to other sites. The Courtroom Deputy will perform or be responsible for the following duties:

- Manage 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 primary source of information on scheduling conferences, hearings, trials, and other case processes.
- 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, rulings, notices and prepare minute entries electronically.

- Review cases or reports for necessary actions.
- Keep judge and immediate staff informed of case progress. Assist the judge and parties in jury selection and maintain records of jury selection and attendance. Act as liaison between the clerk's office, the bar, the public and the judge to ensure that cases proceed smoothly and efficiently. Maintain contact with counsel during deliberations.
- Schedule court reporters and interpreters; process transcripts; arrange for transcriptions; answer questions from parties and the public regarding obtaining transcripts. Refer defendants to probation office as appropriate.
- Inform jury clerk of upcoming trials, needs for jurors, etc. Draft orders and judgments for the judge's approval including judgment commitment orders. Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems.
- Coordinate hearings. Assist in the accurate statistical reporting requirements of the Administrative Office. Review the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings. Take notes of proceedings, rulings, notices and prepare minute entries electronically.
- May perform case administration duties and/or provide training or assistance to employees performing case administration duties, and administrative tasks such as financial transactions.

Required Qualifications:

Education

- High school diploma or equivalent. "Equivalent" includes a GED or other recognized certificate, or a like number of years of clerical experience (e.g., one year of clerical experience equals one year of high school). Bachelor's degree preferred.

Experience

- **General:** Progressively responsible clerical, office, or other work that exhibits the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.
- **Specialized:** Three years specialized experience, including at least one year equivalent to work at Judicial Classification Level 25. The specialized experience must be progressively responsible clerical work requiring regular and recurring application of clerical procedures involving the use of keyboard skills; use of specialized, technical and legal terminology; demonstrated ability to apply a body of rules, regulations, directives, or laws; demonstrated superior organizational skills; and demonstrated superior attentiveness to details. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel and payroll operations.
- **Substitutions:** Substitutions for education and experience requirements are as follows:
- **Education:** Education above the high school level may be substituted for required general experience on the basis of one academic year (i.e. 30 semester or 45 quarter hours) equals nine months of experience. Education may not be substituted for specialized experience because the court support positions require hands-on experience to be credited as specialized experience.
- **Experience:** Excess specialized experience may be substituted for required general experience.

Court Preferred Skills:

Superior ability to organize files and advise judge of status of files. Superior ability to cooperate and get along with others in often highly contentious legal proceedings. Thorough working ability with personal computers, Word, Excel, WORDPERFECT software, LOTUS calendaring and scheduling software, electronic mail, and facsimile communications. Superior written and oral communications skills. Superior ability to act as liaison between court and other federal agencies, including U.S. Probation & Pretrial Services Office, U.S. Marshals Service, U.S. Bureau of Prisons, and others. Ability to adapt to flexible working schedule, including occasionally working into evening hours, on weekends, and on holidays when required by the demands of trial calendar. Travel to courthouses in Oxford and Aberdeen, and infrequently other sites, sometimes requiring numerous, consecutive days and nights away from Aberdeen.

Benefits:

Employees of the United States Courts are entitled to benefits including ten paid holidays, annual and sick leave accrual, and participation in the Federal Employees Retirement System. Optional participation in health, life, dental, vision, disability, and long term care insurance plans, flexible spending accounts (health-care and dependent-care reimbursement accounts), and Thrift Savings Plan participation (with up to 5% employer matching contributions).

To Apply:

Applicants must submit (1) a cover letter; (2) a resume that details experience, and (3) an Application for Judicial Branch Federal Employment (Form AO-78) which may be downloaded from our website www.msnd.uscourts.gov. Please mail your complete packet to:

Personnel Specialist
Attn: Position 15-103
911 Jackson Avenue East, Suite 369
Oxford, MS 38655

or email to:

HR@msnd.uscourts.gov

(Attachments must be saved as **one** PDF file)

Conditions of Employment:

- Applicants must be U. S. citizens or eligible to work in the United States.
- The Court requires employees to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.
- Employees of the United States District Court are **Excepted Service Appointments**. Excepted service appointments are **at will** and can be terminated with or without cause by the court.
- Applicants must successfully complete an FBI Fingerprint and Background Check.
- This position is subject to mandatory electronic fund transfer (direct deposit) of federal wages for court employees.

General Information:

- Only those applicants selected for an interview will be contacted and must travel at their own expense.
- The court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

The United States District Court for the Northern District of Mississippi is an Equal Opportunity Employer