



# 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, #13  
Aberdeen, MS 39730

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

## NOTICE OF VACANCY

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<b>Announcement Number:</b>	21-101
<b>Location:</b>	Greenville, Mississippi
<b>Position Title:</b>	Courtroom Deputy
<b>Classification Level:</b>	Court Personnel System, CL 26-27
<b>Salary Range:</b>	\$58,260 - \$83,210
<b>Type of Appointment:</b>	Full-Time Permanent Position
<b>Opening Date:</b>	December 4, 2020
<b>Closing Date:</b>	January 4, 2021, or until filled

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### **Position Overview:**

This position will be based in Greenville, Mississippi, but will entail travel to Oxford, and infrequent overnight travel to other sites. Standard federal per diem and travel allowance will be provided while performing duties away from home station. The Courtroom Deputy will perform or be responsible for the following duties:

### **Duties and Responsibilities:**

- 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. Maintain contact with counsel during deliberations.
- Act as liaison between the judge and other clerk's office staff, Probation and Pretrial Services, the bar, the public, the United States Marshal Service, the United States Attorney's Office, the Federal Public Defender's Office, and other government agencies to ensure that cases proceed smoothly and efficiently.
- 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.
- Perform a variety of Judicial Assistant duties.

**Minimum Qualifications:**

- To qualify for the position, candidates must have a high school diploma or equivalency.
- To be appointed at the CL-27 level, experience must include at least two years of specialized experience with one year equivalent to work at the CL-26 level.
- To be appointed at the CL-26 level, experience must include one year of specialized experience equivalent to work at the CL-25 level.
- Requires a minimum of three years of specialized experience which provided a knowledge of legal terminology and procedure that might be found in a law office or other court in the judicial system.

*General Experience* – Progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position.

*Specialized Experience* – Progressively responsible clerical or administrative experience that is in, or closely related to the work of the position and which has demonstrated the knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

The successful candidate must possess:

- Unquestioned integrity, trustworthiness, character and the ability to maintain confidentiality; demonstrate sound and mature problem-solving skills and judgment in handling sensitive material; exhibit a professional and positive demeanor and a customer focused attitude; and the ability to work independently.
- Proven organizational skills and be able to communicate effectively with others, both verbal and written.
- Excellent and professional written and verbal communication skills.
- High-level interpersonal and customer service skills.
- A broad knowledge and understanding of policies and procedures of the court, and of the federal and local rules.
- The ability to interact with a wide variety of people tactfully and courteously.
- The ability to work effectively as part of a team, providing assistance to co-workers and demonstrating a willingness to complete a wide variety of tasks as needed.
- The ability to multitask under strict deadlines.
- The ability to prioritize work.
- The ability to consistently demonstrate sound ethics and judgment.
- Attentiveness to detail.
- Knowledge of and skill in the use of applicable automated systems.
- A professional appearance, demeanor and conduct appropriate for a court environment.

**Preferred Qualifications:**

- Docketing experience.
- Strong computer skills.
- Knowledge of CM/ECF is desirable.
- A college degree or paralegal certificate.

### **Benefits:**

Employees of the U.S. District Courts are not included in the government's Civil Service classification. They serve under "excepted appointments" and are considered "at will" employees. They are entitled to the same benefits as other federal government employees which include:

- Thirteen days of paid vacation per year for the first three years of employment which increases incrementally after the first three years.
- Thirteen days of paid sick leave per year which can accumulate and be converted to time-in-service for retirement benefits.
- Participation in a retirement program including a 401k with matching contributions.
- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program (optional).
- Participation in a group dental and vision (optional).
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis (optional).
- A minimum of ten (10) paid holidays per year.

This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net earnings.

### **Application Procedures:**

Qualified applicants should submit a letter of interest outlining qualifications and legal work experience, a current/detailed resume, and a completed Application for Judicial Branch Federal Employment (Form AO-78) which may be downloaded from our website [www.msnd.uscourts.gov](http://www.msnd.uscourts.gov). Preference will be given to application packets received by January 4, 2021. Please email your complete packet to:

[HR@msnd.uscourts.gov](mailto: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 for review on the court's website at [www.msnd.uscourts.gov](http://www.msnd.uscourts.gov).
- Prior to appointment, the selectee considered for this position is required to undergo an FBI Background Check and/or Investigation. The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination.

### **General Information:**

- Work is performed in an office setting and professional/business casual attire is required.
- Due to the volume of applications received, the court will contact only those individuals selected for interview. Expenses associated with interviews or relocation will not be reimbursed.
- 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**