



DANIEL MCHUGH
Acting Clerk of Court

Oxford

911 Jackson Ave.
Oxford, MS 38655

Aberdeen

301 W. Commerce St.
Aberdeen, MS 39730

Greenville

305 Main St.
Greenville, MS 38701

www.msnd.uscourts.gov

Important Dates

Opening Date:

January 9, 2026

Closing Date:

January 30, 2026
or until filled

Apply to:

hr@msnd.uscourts.gov

*The U.S. District Court for
the Northern District of
Mississippi is an Equal
Opportunity Employer.*

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF MISSISSIPPI

Position: Courtroom Deputy Clerk
Vacancy #: 26-103
Classification: CL 26 – CL 27 (Depending on qualifications and experience)
Starting Salary: \$67,970 - \$74,678
Location: Aberdeen, Mississippi
Appointment: Full-time permanent

POSITION OVERVIEW

The United States District Court for the Northern District of Mississippi is seeking motivated and experienced individual to serve as a Courtroom Deputy to a United States District Judge. The Courtroom Deputy manages the judge's caseload, attends and logs court proceedings and processes orders. The individual will serve as a liaison with the Judge, the Clerk's Office, chambers staff, attorneys, federal agencies, and members of the public. This job entails a high level of knowledge and complexity regarding case management and courtroom operations. This position will be based in Aberdeen, but will entail travel to Oxford and Greenville, and infrequent overnight travel to other sites.

REPRESENTATIVE 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. 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.
- May perform case administration duties and/or provide training or assistance to employees performing case administration duties, and administrative tasks such as financial transactions.

BENEFITS:

- Paid Annual & Sick Leave
- 11 Paid Holidays
- Employer subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts

CONDITIONS OF EMPLOYMENT:

- All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) seeking U.S. citizenship, or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.
- Completion of FBI Fingerprint Background Check with periodic reinvestigation, if applicable.
- Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. Retention depends upon a favorable suitability determination.
- Employees are subject to mandatory electronic funds transfer.
- Employees are considered “at will”.
- Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees.

The Court reserves the right to modify the conditions of this job announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which may occur without prior written or other notice.

- 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.
- Perform a variety of Judicial Assistant duties.

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.

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.

- Three years specialized court experience or equivalent work experience in a legal environment or closely related field.
- Experience in applying recurring procedures and using specialized terminology that demonstrates the ability to apply a body of rules, regulations, directives, or laws.
- Attention to detail and accuracy.
- Ability to prioritize work.
- Understanding of legal terminology.
- Commitment to providing excellent customer service.
- Interacts effectively and appropriately with others as a team.
- Ability to consistently demonstrate sound ethics and judgment.
- Ability to maintain confidentiality, handle sensitive information, and exercise discretion at all times.
- Self-motivated, professional demeanor, and demonstrates excellent communication and interpersonal skills.
- Proficient in technology including various software programs and applications.

PREFERRED QUALIFICATIONS

- Bachelor’s degree from an accredited school
- Federal Court experience
- Experience with electronic filing systems

APPLICATION PROCEDURES

Qualified applicants should submit **a single PDF document** to hr@msnd.uscourts.gov with:

- a letter of interest outlining qualifications and relevant 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.