

U.S. District Court  
Northern District of Ohio  
Career Opportunity  
VA #19-01



## Courtroom Deputy Clerk

**Location:** Akron, Ohio

**Reports to:** Operations Manager

**Position Type:** Full-time permanent

**Area of Consideration:** All qualified applicants

**Classification:** CL 26 – CL 27

**Salary Range:** \$46,381 - \$82,867

**Posted:** January 3, 2019

**Closes:** Opened until filled – first consideration will be given to applications received by January 18, 2019.

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The U.S. District Court for the Northern District of Ohio is comprised of eleven authorized District Judgeships, two senior judges, and seven magistrate judges. The Northern District of Ohio is headquartered in Cleveland and has divisional offices in Akron, Toledo and Youngstown. The Court has an immediate opening for a Courtroom Deputy Clerk in our Akron courthouse.

### POSITION SUMMARY:

Courtroom deputy clerks are Clerk's Office employees who perform general and specialized courtroom services work for an assigned judicial officer. Duties include scheduling and coordinating conferences, hearings, and trials; attending and logging court proceedings, processing orders, and performing a variety of case administration duties. This position interacts regularly with the public and attorneys and requires a close working relationship with the judge, chambers and Clerk's Office staff. This job requires a high level of knowledge regarding court and courtroom operations. Courtroom deputies at the higher classification level perform work requiring of greater complexity requiring a higher level of knowledge in case management and statistical reporting. Clerk's Office hours are 8:00am to 4:45pm, however, working hours may vary based on the court calendar and the requirements of the Judge. Promotion potential to CL 27 without further competition.

### REPRESENTATIVE DUTIES:

- Manage cases by scheduling conferences, hearings, trials and distributing and monitoring deadlines; monitor the filing of pertinent documents and timely responses to judicial orders; act as liaison between the clerk's office, bar, public and the judge to ensure cases proceed smoothly and efficiently; review cases and reports for necessary actions; keep judge and immediate staff informed of case progress.
- Attend and record court sessions and conferences; manage and organize exhibits, including electronic evidence presentation systems; ensure orderly proceedings by setting up the courtroom, and assuring the presence of necessary participants; take notes of proceedings, rulings, and notices and prepare minute entries electronically.
- Inform jury clerks of upcoming trials; assist the judge and parties in jury selections and maintain records of jury selection and attendance; and otherwise serve as a liaison between the judge and the jury.
- Schedule court reporters and interpreters; and answer questions from parties and the public regarding pending cases.

- Draft certain orders and judgments for the judge's approval; docket orders, pleadings, judgments and minutes in accordance with local policy.
- Participate in statistical tracking and reporting requirements.
- Perform other case administration duties or Clerk's Office tasks projects as required. Provide training and/or assistance to other employees as required.

**QUALIFICATIONS: (Qualifications must be met at the time of application)**

To qualify, applicants must have a minimum of one to two years of specialized experience including knowledge of legal terminology and procedure that might be found in a law office or other court in the judicial system. 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.

**CL 26 Minimum:**

- Applicants must have a least one (1) year of specialized experience, including at least one year equivalent to work at CL 25.

**CL 27 Minimum:**

- Applicants must have a least two (2) years of specialized experience, including at least one year equivalent to work at CL 26.

**Preferred qualifications include:**

- Bachelor's degree from an accredited four-year college or university or legal education or paralegal certification
- Experience working in a state or federal court
- Docketing and Case Management/Electronic Case Files (CM/ECF) experience
- Prior training or experience in courtroom deputy duties

**Required Skills:**

- Proficiency with Microsoft Office suite of applications and Adobe Acrobat; WordPerfect knowledge is a plus.
- Outstanding customer service and support skills
- Outstanding oral and written communications skills
- Ability to apply a body of rules, regulations, directives or laws
- Ability to multitask under strict deadlines
- Ability to speak to groups
- Strong attention to detail and organization skills
- Ability to maintain strict confidentiality
- Problem solving skills

**BENEFITS:**

Employees of the U.S. District Court are eligible for, but not limited to, the following employment benefits:

- Participation in pre-tax benefit programs (health, dental, and vision insurance programs, flexible spending accounts, commuter reimbursement benefit)
- Group life insurance and long-term care insurance
- Participation in the Federal Employees Retirement System (FERS)
- Traditional (pre-tax) and Roth (post-tax) retirement savings and investment plan through the Thrift Savings Plan (TSP) with employer matching contributions

- Accrual of paid vacation and sick leave; paid holidays
- Federal court employees can join the Federal Court Clerks Association, a national professional court organization
- Fitness center

**HOW TO APPLY:**

**Email the following documents IN A SINGLE PDF to [apply@ohnd.uscourts.gov](mailto:apply@ohnd.uscourts.gov). ALL DOCUMENTS MUST BE PROVIDED TO BE CONSIDERED FOR THIS POSITION:**

- Subject of Email should read: **Vacancy 19-01.**
- Cover Letter addressing your relevant skills and experience; with an explanation of how those skills and experience may contribute to the organization.
- Current Resume.
- List of three (3) professional references.
- Completed Employment application (AO78) found at this link:  
<https://www.ohnd.uscourts.gov/careers>

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

First consideration will be given to application packets received not later than the close of business (5:00 p.m. EST), on January 18, 2019.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.

All applicants must be a U.S. Citizen or be eligible to work in the United States. All appointments subject to FBI Fingerprint background investigation; with periodic reinvestigation, if applicable. Retention depends on favorable suitability determination. Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the Court. All appointments are subject to mandatory electronic funds transfer. All employees are required to adhere to the Code of Conduct for Judicial Employees that is available to review at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.