

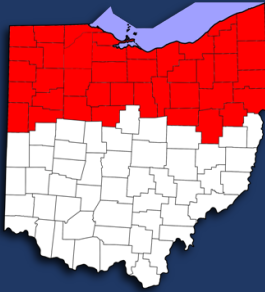


# UNITED STATES DISTRICT COURT Northern District of Ohio

Sara Lioi, Chief Judge | Sandy Opacich, Clerk of Court

## NOTICE OF VACANCY

801 West Superior Avenue  
Cleveland, Ohio 44113  
[www.ohnd.uscourts.gov](http://www.ohnd.uscourts.gov)



The U.S. District Court for the Northern District of Ohio currently holds court in Cleveland, Akron, Toledo, and Youngstown and serves the 6 million citizens of the 40 most northern counties in the state. It is among the 17 largest U.S. district courts.

### HOW TO APPLY

Applicants must submit ONE PDF document to [apply@ohnd.uscourts.gov](mailto:apply@ohnd.uscourts.gov) containing the following:

- Cover Letter
- Resume
- Three professional references with contact information
- Application for Federal Judicial Branch Employment found [HERE](#)

### COURTROOM DEPUTY CLERK | VACANCY #25-13

<b>Duty Station:</b>	Toledo, Ohio	<b>Posted:</b>	April 17, 2025
<b>Status:</b>	Full-time Permanent	<b>Closing:</b>	Open Until Filled
<b>Classification:</b>	CL 26 / CL 27	<i>First consideration will be given to submissions received by April 30, 2025.</i>	
<b>Salary Range:</b>	\$53,893 - \$96,147	<b>Reports To:</b>	Deputy-in-Charge

*\*Salary commensurate with work experience, education, and previous Federal Court experience.*

#### POSITION OVERVIEW:

The United States District Court for the Northern District of Ohio is seeking a Courtroom Deputy Clerk to join the District Court Clerk's Office in Toledo, Ohio.

Courtroom Deputy Clerks are Clerk's Office employees who perform general and specialized courtroom services work for an assigned judicial officer. 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 Deputy Clerks at the higher classification level perform work requiring greater complexity and a higher level of knowledge in case management and statistical reporting. (Promotion potential to CL 27 without further competition.)

#### DUTIES AND RESPONSIBILITIES:

- 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.
- Participate in statistical tracking and reporting requirements.

## JUDICIARY BENEFITS

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays (11)
- Pre-tax Benefit Programs
- Health Insurance
- Vision/Dental Insurance
- Group Life Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP)- 401 (k)-styled program with up to 5% match
- Fitness Center

## CONDITIONS OF EMPLOYMENT

- Applicants must be U.S. citizens or eligible to work without restriction in the United States.
- Completion of FBI background check with law enforcement agencies including fingerprint and criminal records check.
- Employment is considered provisional until the background check is complete.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will".
- Employees are required to use direct deposit for payroll.

## DUTIES AND RESPONSIBILITIES CONTINUED:

- Draft certain orders and judgments for the judge's approval; docket orders, pleadings, judgments, and minutes in accordance with local policy.
- Perform other case administration duties or Clerk's Office 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 legal terminology and automated software and equipment for word processing, data entry or report generation.

### CL 26 Minimum:

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

### CL 27 Minimum:

- Applicants must have at least two (2) years of specialized experience, including one (1) year equivalent of work at the CL 26 level.

## PREFERRED QUALIFICATIONS:

- Bachelor's degree from an accredited four-year college or university or legal education and/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 and Adobe Acrobat.
- Ability to apply a body of rules, regulations, directives, or laws in daily work and in problem solving.
- Excellent organization skills and ability to manage multiple priorities to successful completion.
- Ability to multitask with accuracy under strict deadlines.
- Outstanding customer service skills; ability and willingness to collaborate with internal and external staff and contacts.
- Outstanding oral and written communication skills; ability to speak to groups.
- Ability to maintain strict confidentiality.

## OTHER:

Due to the high volume of applications anticipated, the Court will only contact those who will be considered for interviews. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

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.