

UNITED STATES DISTRICT COURT

Northern District of West Virginia

Clarksburg, West Virginia

www.wvnd.uscourts.gov

Position: Full time Courtroom Deputy to a District Judge

Closing Date: August 29, 2014 or until filled

Starting Salary Range: CL 26/25 - CL 27/61 (\$52,775 - \$75,407) Entry salary level depends upon qualifications and work experience

Location: Clarksburg, WV

The Clerk's Office of the United States District Court for the Northern District of West Virginia is now accepting applications for the position of **Courtroom Deputy Clerk** to a District Judge in the Clarksburg Division. The Courtroom Deputy maintains the calendar of the judge and represents the Clerk in matters relating to courtroom administration and proceedings.

Representative Duties

The Courtroom Deputy is responsible for calendaring and regulating case movement; filing of pertinent documents in the automated docketing system CM/ECF; timeliness of responses to judicial orders; and setting dates and times for hearings and conferences. The incumbent reviews information relating to pending cases to ensure that all records and reference material are available for use by the judge and counsel. The Courtroom Deputy attends court sessions and conferences, assists with the orderly flow of proceedings, ensures the presence of all necessary participants, manages exhibits, verifies that litigants and counsel can use all courtroom technology, conducts arraignments, swears witnesses, marks and receives exhibits, and empanels jurors. The courtroom deputy also acts as a liaison with the Clerk's Office, the bar, the public, judges, and other governmental agencies to ensure that cases proceed smoothly and efficiently, and performs other duties as assigned.

Minimum Qualifications

A total of five years of work experience is required, three years of which must be at a progressively responsible administrative level within the legal field which demonstrates the particular knowledge, skills, and abilities to successfully perform the duties of this position. This fast-paced and demanding position requires incumbent to possess strong organizational, analytical, verbal and written communication skills.

Specialized experience in a progressively responsible clerical or administrative position requiring the regular and recurring application of procedures related to the processing of legal documents, and

involving the routine use of keyboard skills and the use of specialized terminology is required. Such experience is commonly encountered in law firms and legal counsel offices, or in a court of law.

Desired Qualifications

- Knowledge of legal terminology and processes
- Prior courtroom experience and knowledge of courtroom procedures
- Experience in the federal judicial system
- Four year degree is preferred
- Experience in docketing on the electronic case filing system CM/ECF is highly desired.

Candidates must also demonstrate

- A consistent past employment record
- Experience in dealing with routine and complex assignments
- A demonstrated ability to think through, analyze, and interpret written communications
- Ability to prioritize tasks and work assignments
- Superior oral and written communication skills
- Strong interpersonal skills
- A professional demeanor and appearance appropriate for a law or professional office environment

Benefits

Employees of the United States District Court are Excepted Service Appointments (at will) and can be terminated with or without cause. Even though employees are not included in the Government's Civil Service classification, they are, however, entitled to the same benefits as other federal government employees. Some of these benefits are:

- Full-time employees accrue 13 days of paid vacation per year for the first 3 years of employment up to a maximum of 26 days per year at the 15-year anniversary
- Participation in a retirement program, with optional participation in a deferred compensation program, the Thrift Savings Plan
- Optional participation in a Federal Health Insurance Benefits Plan
- Optional participation in supplemental insurance programs (employee pays all), which include group long-term care, and dental and vision insurance programs
- Optional participation in the flexible spending account program for medical, dental, and vision expenses, dependent care expenses and commuter expenses on a pre-tax basis
- Ten paid holidays per year
- Prescribed salary progression through classification level based on acceptable performance
- Credit for prior government service

Conditions of Employment

- Employees must be United States citizens or eligible to work in the United States
- Employees will be hired provisionally pending the results of a background investigation
- “At Will” employees may be terminated at any time
- False statements or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer, or dismissal after being employed.
- Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants to review on the Court’s website
- Mandatory participation in electronic funds transfer for payment of net pay (Direct Deposit)
- Position may require limited travel

How to Apply

Qualified candidates must submit an AO 78, Application for Federal Employment, found on the court’s website www.wvnd.uscourts.gov, plus a cover letter with a resume that includes their name, address, telephone number, education, work and salary history, and three references that may be contacted. Verification of employment, education, and reference checks will be made prior to any offer of employment. All application materials should be sent to:

Cheryl Dean Riley
Clerk of Court
United States District Court
1125 Chapline Street, Suite 1000
P.O. Box 471
Wheeling WV 26003

or e-mailed to: cheryl_riley@wvnd.uscourts.gov

The United States District Court is an Equal Opportunity Employer