

***United States District Court
Northern District of West Virginia
Vacancy Announcement***

Position Title: Courtroom Deputy
Location: Clarksburg, West Virginia
Opening Date: September 30, 2021
Estimated Start Date: November 22, 2021
Starting Salary: CL 26 – CL 27
Starting salary commensurate with qualifications and experience. Open until filled – first deadline to submit applications is October 21, 2021.

Announcement # WVN 2021-05

The United States District Court for the Northern District of West Virginia is seeking qualified applicants for the position of a full-time Courtroom Deputy in the Clerk’s office at the Clarksburg point of holding court. This position may require occasional travel to other points of holding court in Elkins, Martinsburg, and Wheeling.

Position Description:

Courtroom deputies perform general or specialized court or courtroom functions such as electronic court recording operator (ECRO) duties when needed, calendaring, and/or similar courtroom services work. The duties will involve managing the judge’s caseload, attending and logging court proceedings, processing orders, recording proceedings, and will include some calendar responsibilities. This Courtroom Deputy position requires a high level of knowledge and complexity regarding court or courtroom operations.

Duties include, but are not limited to, the following:

- 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.
- Attend judge’s court proceedings. Manage and organize exhibits used in court proceedings, including setting up and troubleshooting courtroom technology equipment and software. 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 and file minute entries electronically. Process requests for transcripts and audio recordings.

- 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. Act as liaison between the clerk's office, the bar, the public and the judge to ensure that cases proceed smoothly and efficiently. Maintain contact with counsel during deliberations.
- Schedule court reporters and interpreters; answer questions, if necessary, from parties and the public regarding obtaining transcripts.
- Inform jury administrator of upcoming trials, needs for jurors, etc. Draft orders and judgments for the judge's approval. 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.
- Perform case administration duties and financial transactions as required. Provide training or assistance to employees performing case administration duties and administrative tasks.
- Perform other duties as assigned.

Qualifications and Requirements: Applicants for the position should have the following qualifications and requirements:

- High school diploma or the equivalent.
- Five years of 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.
- Must be extremely detail oriented and possess strong organizational, analytical, problem-solving and customer service skills.
- Ability to make independent decisions to resolve problems, questions and court-related issues based on knowledge and experience.
- Excellent clerical and organizational skills, ability to communicate well with others, orally and in writing and interact professionally with co-workers and all segments of the legal community and public.
- General computer knowledge including skills in word processing, scanning and uploading of pdf documents, email, and web browsers.

Preferred Qualifications:

- Paralegal/legal and/or court experience.
- College degree/advanced education.
- Special consideration will be extended to incumbents with knowledge and experience using the federal Case Management/Electronic Case Files (CM/ECF) system.

Miscellaneous:

- U.S. citizenship is required.
- Electronic Fund Transfer (EFT) for payroll deposit is required.
- The selected candidate will be subject to a background check that includes an FBI fingerprint check as a condition of employment. Veterans' preference is not a factor used in Judicial Branch appointments.
- A COVID-19 vaccine mandate is in effect for the Northern District of West Virginia.
- Employees of the U.S. District Court are "At Will" employees and are required to adhere to a Code of Conduct of Judicial Employees, which is available to candidates for review on our website at www.wvnd.uscourts.gov.
- Position may require travel.

Benefits:

Benefits include paid vacation, sick leave, paid holidays, health insurance, a flexible benefits program, a retirement plan and portable savings plan with matching contributions, and a professional environment. Additional benefit information is available at www.uscourts.gov/careers/benefits.

Application Procedure:

Qualified applicants must submit one PDF file with a completed [Application for Judicial Branch Federal Employment](#) (AO 78), a cover letter, and a resume with salary history, and professional references. The PDF file should be sent to:

Kelly Fry, HR Administrator
U.S. District Court
1125 Chapline Street
P.O. Box 471
Wheeling WV 26003 or kelly_fry@wvnd.uscourts.gov

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