



U.S. DISTRICT COURT, WESTERN DISTRICT OF TENNESSEE

ANNOUNCEMENT NO: 22-04 **DATE:** August 26, 2022
NO. OF VACANCIES: ONE (FULL TIME)
POSITION TITLE: Courtroom Deputy
SUBMIT RESUME TO: tnwdjobs@tnwd.uscourts.gov
DUTY STATION: Memphis, TN
Classification Level: CL26/1-CL27/61(\$48,190 - \$86,084)
CLOSING DATE: September 30, 2022

Court website: www.tnwd.uscourts.gov **No phone calls please**

POSITION OVERVIEW:

The Courtroom Deputy has complete responsibility for managing the calendar and docket of the judge to whom he or she is assigned and represents the clerk in matters related to various procedural stages of cases, from initiation to disposal and performs the following duties:

1. Assists in the management and movement of case-related matters on the judge's docket from initiation to disposition. Calendars and provides notices via the Court's Electronic Filing (ECF) system to all parties regarding dates and times for hearings, pretrial conferences, reports and trials.
2. Monitors cases to maintain awareness of the current status of all matters in the case. Routinely reports to the judge and clerk on the status of cases and the status of the docket as a whole. This includes completing monthly pending cases reports and screening motions for ripeness.
3. Establishes and revises methods and procedures for tracking case statuses (including matters such as service of process, issuance of warrants, pendency of motions, matters under advisement, compliance with deadlines, responding to court-ordered deadlines, etc.) such as tickler systems, file review schedules and deadline monitoring schedules. Assists the judge in maximizing the use of court time by efficiently scheduling matters on daily, weekly and monthly calendars.
4. Coordinates and ensures appropriate utilization of resources needed to support court proceedings. This includes resources within the court - coordinating courtroom technology, identifying jury and interpreter needs, docket maintenance and analyzing motions and speedy trial reports. Ensures all necessary parties are notified of court matters, following up to assure attendance as required. Evaluates and implements techniques for minimizing attorney schedule conflicts.
5. Serves as main source of procedural information to attorneys for scheduling purposes, special procedures or policies of the judge, courtroom etiquette, and clerk's office procedures.
6. Prepares and disseminates statistical reports for the judge, clerk, and Administrative Office. Arranges the appointment of counsel as needed and maintains the courtroom and courtroom supplies by coordinating with the property and procurement administrator.
7. Attends, documents and assists with court proceedings, including, but not limited to swearing witnesses, maintaining exhibits, administering oaths, managing juries, processing minutes entries, and drafting and entering civil and criminal judgments.
8. Coordinates with the clerk's office staff and other agencies such as the US Probation, US Pretrial Services, US Marshal's Service, US Attorney's Office and the Federal Public Defender's Office to ensure the orders of the court are followed. Substitutes as needed for other Courtroom Deputies and provides Courtroom Deputy services for visiting judges. Performs other duties as assigned.

QUALIFICATIONS:

Applicants must possess exceptional computer skills with a demand for accuracy and quality assurance. Familiarity with electronic case filing, especially the Court's Case Management/Electronic Case Files (CM/ECF) system, is desirable. The ability to maintain confidentiality, consistently demonstrate sound ethics, judgment and handling of sensitive material, and to apply concepts to determine what action needs to be taken. Excellent oral and written communication and proofreading skills are essential, as frequent contact with a wide variety of individuals within and outside the Judiciary is required. The successful candidate will demonstrate the judgment and temperament required of an officer of the Judiciary, as indicated by integrity, trustworthiness and character. Applicants must be team players who are dependable, detail oriented and able to work in a multitasking, fast paced environment. The position encompasses a great deal of responsibility and requires a mature, self-motivated person with a professional attitude. Candidates must demonstrate strong organizational, analytical, problem-solving and customer service skills and the ability to make independent decisions to resolve problems, questions and court-related issues based on knowledge and experience.

Requires knowledge of office clerical practices and must be detail oriented and have knowledge of general office practices. Proficiency in Microsoft and Adobe Acrobat required. Strong organizational and automation skills required. Successful candidates must be flexible, respond quickly to change, and possess excellent speaking and writing skills. Six years of relevant experience required. Three of those years must have been in a legal setting such as a law office or a clerk's office of a federal, state or local court. A high school diploma or the equivalent is required. A college degree/paralegal experience and familiarity with court proceedings is preferred.

BENEFITS:

Regular, full-time employment in the federal judiciary offers benefits that include paid vacation depending upon years of employment, participation in the federal retirement and social security systems, life, health, long term care and long-term disability insurance programs, flexible spending accounts, participation in the Thrift Savings Plan (401k Plan) plus paid holidays. The U.S. Courts require employees to adhere to the Code of Conduct for Judiciary Employees, which is available to applicants for review at the court's web site at: <http://www.uscourts.gov/RulesAndPolicies/CodesOfConduct.aspx>

Employees of the U.S. District Court serve under "Excepted Appointments" and are "at will" employees, serving at the pleasure of the court. Appointee may be removed from this position for failure to perform at a satisfactory level following reasonable on-the-job training. Applicants are responsible for their own interview travel expenses. The successful applicant will be subject to a reference and fingerprint/background check. This position is subject to mandatory electronic funds transfer participation.

APPLICATION INSTRUCTIONS:

Interested parties must submit cover letter, resume' and [Federal Judicial application to \[tnwdjobs@tnwd.uscourts.gov\]\(mailto:tnwdjobs@tnwd.uscourts.gov\)](#) prior to close of business on the closing date. The subject line must contain: Case Manager, Job announcement 22-04. Additional information about the U.S. District Court is available on the court's website at:

<http://www.tnwd.uscourts.gov/employment-opportunities.php>

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER