



Wendy R. Oliver
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CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT Western District of Tennessee

June 17, 2025

Vacancy #: 25-02

Position: Courtroom Deputy
Classification: CL 27 (\$59,133 - \$96,147)
Salary Range: \$59,133 - \$96,147 (based on qualifications and experience)
Duty Station: Memphis, Tennessee

Position Overview:

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

Representative Duties:

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.



WDTN MISSION

The mission of the Clerk's Office of the United States District Court for the Western District of Tennessee is to serve the public and support the court with a commitment to excellence.

- 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.
- 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 have the ability to multitask in a fast-paced, dynamic 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 general office clerical practices. Proficiency in Microsoft Office programs 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.

Conditions of Employment:

- All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e. green card holder) seeking U.S. citizenship or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.
- Completion of FBI Fingerprint background check with periodic investigation, if applicable.
- Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. Retention depends upon a favorable suitability determination.
- Employees are subject to mandatory electronic funds transfer.
- Employees serve under Excepted Appointments and are "at will" employees serving at the pleasure of the court.
- Employees are required to adhere to the [Code of Conduct](#) for 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.

Application Procedure:

Applicants must submit:

- Cover letter. Please include the vacancy announcement number.
- Resume
- Completed Federal Judicial Branch Application for Employment [AO78](#)
- Subject line of email must contain: Courtroom Deputy Vacancy # 25-02.
- Email documents to: tnwdjobs@tnwd.uscourts.gov

Application materials that do not adhere to this procedure may not be considered. Application materials submitted in addition to the required documents may not be considered or retained. Separate applications must be made to each vacancy announcement. Only candidates selected for interview will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

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 system and social security systems. Life, health, long term care, long-term disability insurance programs, flexible spending accounts, participation in the Thrift Savings Plan (401K) Plan, plus eleven paid holidays per calendar year.

Temporary and part-time employees may be eligible for certain benefits depending upon the length of the appointment.

Detailed information regarding benefits for federal employees may be found [here](#).