UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF WEST VIRGINIA

EMPLOYMENT OPPORTUNITY

Position:	Courtroom Deputy to Magistrate Judge Dwane L. Tinsley
Announcement #:	16-CO-09
Appointment:	Full-time, Permanent **Location:** Charleston, WV
Starting Salary:	*CL-26* ($43,140 - $70,103) through *CL-27* ($47,390 - $77,030)
Promotion Potential:	To CL-27 without competition
Opening Date:	June 6, 2016
Closing Date:	Open until filled. Applications received by **June 10, 2016** will receive first consideration.
Open To:	All qualified applicants

A courtroom deputy performs general or specialized court and courtroom functions as follows:

- 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.
- Record court proceedings. Manage and organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems. Attend court sessions and conferences. 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 minute entries electronically.
- 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.
- Coordinate court reporters and interpreters with Clerk's Office; coordinate transcriptions requests with the Clerk's Office; answer questions from parties and the public regarding obtaining transcripts. Refer defendants to probation office as appropriate.
- Inform jury clerk of upcoming trials, needs for jurors, etc. Draft orders and judgments for the judge's approval including judgment commitment orders. 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 as directed by local court policy. Take notes of proceedings, rulings, notices and prepare minute entries electronically.

- May perform case administration duties and/or provide training or assistance to employees performing case administration duties.

MINIMUM QUALIFICATIONS:

To qualify for the position, a person must be a high school graduate or equivalent and have a *minimum of one year of specialized experience*. Specialized experience is progressively responsible experience requiring the regular and recurring application of clerical or administrative procedures that demonstrated ability to apply a body of rules, regulations, directives, or laws and involved the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation which is commonly encountered in law firms, legal counsel offices, and banking and credit firms.

To qualify at CL-26 an applicant must have one year of specialized experience equivalent to CL-25.
To qualify at CL-27 an applicant must have one year of specialized experience equivalent to CL-26.

COURT PREFERRED SKILLS/QUALIFICATIONS:

- A bachelor's degree and/or paralegal certificate.
- Experience in criminal and civil case management.
- Experience posting docket entries and documents in the CM/ECF system.
- Excellent interpersonal and customer service skills. Must be able to communicate with confidence, clarity, conciseness, and tact. Excellent verbal and written skills including grammar, spelling, and punctuation.
- Acute attention to detail, well-organized, and exceptional time management skills. Strong leadership and organizational skills, ability to handle multiple tasks simultaneously, work effectively, and think logically under periodically large workloads and time constraints.

EMPLOYEE BENEFITS:

Employees are covered by the Court Personnel System and entitled to the following benefits:

- Paid annual leave in the amount of 13 accrued days for the first three years, 20 days after three years, and 26 days after fifteen years
- Paid sick leave in the amount of 13 accrued days annually
- 10 paid holidays per year
- Mandatory participation in the Federal Employees' Retirement System and Social Security
- Thrift Savings Plan (optional retirement savings plan with immediate employer matching)
- Federal Employees Health Benefits Program
- Federal Employees Vision and Dental Insurance Program
- Federal Employees Group Life Insurance Program
- Flexible Benefit Program
- Long Term Care Insurance Program options
- Periodic salary increases

INFORMATION FOR APPLICANTS:
The United States District Court is part of the Judicial Branch of government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are "at will" employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available to applicants to review upon request. Selected candidate is subject to, and must pass a background check, including FBI fingerprint check.

APPLICATION PROCESS:
Submit a cover letter and current résumé to Korin Parsons, HR Specialist at Korin_Parsons@wvsd.uscourts.gov. The cover letter should identify how your education and/or experience qualify you for the position. The résumé should detail your education and previous work experience. Reference **Vacancy #16-CO-09**.

Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Only applicants selected for interview will be contacted.

The United States District Court is an equal opportunity employer and values diversity in the work place.