

**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF WEST VIRGINIA  
OFFICE OF THE CLERK**

**EMPLOYMENT OPPORTUNITY**

**POSITION:** Courtroom Deputy Clerk

**LOCATION:** Charleston, WV

**ANNOUNCEMENT NUMBER:** 09-CO-01

**STARTING SALARY:** CL 26/01 - CL 27/25 (\$41,070 - \$56,411 per year)  
Commensurate with qualifications.

**OPENING DATE:** July 27, 2009

**CLOSING DATE:** Open until filled. Applications received by  
August 14, 2009, will receive first consideration.

**REPRESENTATIVE DUTIES:**

Manages Judge's cases by calendaring and regulating their movement, monitoring the filing of pertinent documents and timely responses to judicial orders, and setting dates and times for hearings, trials and conferences. Keeps Judge and immediate staff informed of case progress.

Reviews information relating to pending cases to ensure that all records and reference material are available for use by the Judge and counsel. Utilizes reports and information from the automated case management system.

Attends court sessions and conferences. Assists with the orderly flow of proceedings, including setting up the courtroom, assuring presence of all necessary participants, managing exhibits, assisting witnesses and jurors, and maintaining courtroom decorum. Takes notes of proceedings and rulings and prepares minute entries and dockets in the court file. Drafts judgments and other orders for the Judge's approval.

Acts as liaison among the clerk's office, the bar, and the Judge to ensure that cases proceed smoothly and efficiently. Serves as a primary source of information on scheduling conferences, hearings, trials, and other case processes and courtroom equipment for litigants.

Performs administrative tasks as needed in chambers.

**QUALIFICATIONS:**

High school graduation with a minimum of one year of responsible clerical or administrative experience involving the use of specialized terminology, automated software and equipment for word processing or data entry, and the ability to apply rules or laws is required. Typing skills and computer proficiency, preferably in WordPerfect/Windows environments, are also required. Applicants must possess excellent communication, grammar, language, and comprehension skills. A bachelor's degree or paralegal certificate and court or related legal experience is preferred. FBI fingerprint check is required.

**EMPLOYEE BENEFITS:**

This position is covered by the Court Personnel System, and the incumbent is entitled to benefits that include participation in the Federal Employees' Retirement System, Social Security, Thrift Savings Plan (retirement savings plan with employer match), a choice of a health benefits plan from among several options, federal vision and dental insurance programs, life insurance, a flexible benefit program (pre-tax contributions for health insurance premiums, health care and dependent care expenses), annual and sick leave programs, a long term disability plan, a long term care program, periodic salary increases, and 10 paid holidays per year.

**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.

**APPLICATION PROCESS:**

Submit resume and salary history by mail to the address below. To receive maximum consideration, application materials must be received by the close of business August 14, 2009. Only applicants selected for interview will be contacted.

Nancy Woodall, Court Personnel Officer  
Attn: Vacancy Announcement 09-CO-01  
P.O. Box 2546  
Charleston, WV 25329-2546

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

**AN EQUAL OPPORTUNITY EMPLOYER**