

UNITED STATES DISTRICT COURT  
Western District of Kentucky  
Announcement Number 15-03



**POSITION:** Courtroom Deputy to U.S. District Judge

**LOCATION:** Louisville, Kentucky

**STARTING SALARY:** CL 26 – 27 (\$42,199 - \$75,407)  
If hired at a CL 26, promotion eligibility to a CL 27 after one year.

**CLOSING DATE:** November 21, 2014 by 5:00 p.m. (eastern time)  
No late applications accepted

**POSITION OVERVIEW:**

The Courtroom Deputy manages the judge's caseload and provides courtroom and other assistance through management of court calendars, attending court proceedings, recording pertinent results for minutes, and drafting and docketing orders. This position provides support to a prospective U.S. District Judge, Mr. David Hale.

**REPRESENTATIVE DUTIES:**

- Manages the judge's cases by calendaring, including distributing and monitoring deadlines, monitoring filing of pertinent documents and timely responses to judicial orders.
- Reviews cases or reports for necessary actions. Updates and manages the electronic case database system, and keeps judge and immediate staff informed of case progress.
- Assists in the accurate statistical reporting requirements of the Administrative Office.
- 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.
- Attends court sessions and conferences. Assists with the orderly flow of proceedings, including but not limited to, setting up the courtroom, assuring presence of all necessary participants, recording proceedings, and maintaining courtroom decorum.
- Informs the Jury Administrator of upcoming trials, needs for jurors, etc. Drafts orders and judgments for the judge's approval including judgment commitment orders. Dockets orders, pleadings, judgments, and minutes as directed by local court policy.
- May perform case administration duties and/or providing training and assistance to employees performing case administration duties, and administrative tasks such as financial transactions.
- Reviews the quality of electronically filed documents, ensuring that all order and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings.

- Advises the financial section of the clerk's office of fines and orders of restitution by the judicial officer in all cases.
- Performs other duties as assigned.

**QUALIFICATIONS:**

A high school diploma or equivalent is required. A bachelor's degree from an accredited college or university is preferred. Education above high school level may be substituted for general experience. Applicants should have a minimum of three years responsible specialized experience to include progressively responsible clerical or administrative experience that demonstrates the ability to apply a body of rules, regulations, directives, or laws to courtroom deputy duties. Specialized experience also involves the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Experience in a court or related legal field is preferred as well as familiarity with CM/ECF.

Candidates must also demonstrate:

- Ability to interact effectively and tactfully with a wide variety of people
- Excellent communications, critical thinking and organizational skills
- Skill in using applicable automated systems
- Experience in handling multiple tasks simultaneously
- Experience which reflects the ability to work under pressure and deal with change.
- Good judgment and maintain confidentiality

**BENEFITS:**

Employees of the U. S. District Court are not covered by the Office of Personnel Management's civil service classification system or regulations, and are considered "at will" employees. Benefits available include:

- 13 days paid vacation for the first 3 years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service.
- 13 days of paid sick leave per year (unlimited accumulation)
- A minimum of 10 paid holidays per year
- Federal Employees Retirement System
- Thrift Savings Plan
- Optional Federal Employee Health Benefits
- Optional Dental and Vision Benefits
- Optional Federal Employees Group Life Insurance
- Optional Flexible Spending Accounts (pre-tax accounts for health and dependent care)
- Optional CNA Long-term Care Insurance
- Credit for prior federal government service

**INFORMATION FOR APPLICANTS:**

- This position is regular and full-time.
- Applicant must be a US Citizen or eligible to work in the United States.
- Electronic Funds Transfer (EFT) for payroll deposit is required.
- As a condition of employment, an FBI Background Check or Investigation is required.
- We will not pay relocation or interview travel expenses.
- Only the most qualified applicants will be interviewed.

**HOW TO APPLY:**

Submit resume, including cover letter to:

- 1) [Careers@kywd.uscourts.gov](mailto:Careers@kywd.uscourts.gov)

Emailed documents MUST be in a PDF format for acceptance.

Or US Mail:

- 2) Human Resources Manager  
U. S. District Court  
601 W. Broadway, Room 106  
Louisville, KY 40202-2249

For additional information on the United States District Court, visit our web site at [www.kywd.uscourts.gov](http://www.kywd.uscourts.gov)

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