



POSITION ANNOUNCEMENT

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF ALABAMA

Internal Posting within the Clerk's Office and Federal Judiciary

Position Title:	Courtroom Deputy for Article III Judge
Grade Range:	CPS CL 26/27
Salary Range:	\$46,725- \$83,433
Location:	Birmingham, Alabama
Opening Date:	July 9, 2020
Closing Date:	Open Until Filled

****Beginning Salary is Determined by Experience; Promotion potential to CL 27 without further Competition.**

POSITION OVERVIEW: Courtroom deputies perform general and specialized court functions such as civil and criminal case management, scheduling, calendaring, courtroom attendance, and close interaction with judges and law clerks. The duties involve managing an Article III judge's civil and criminal caseload, scheduling, attending and logging court proceedings, and processing orders. This job entails a high level of knowledge of civil and criminal proceedings, complex courtroom operations, and professional interactions with other federal agencies. Courtroom deputies assist the judge with management of complex calendars for civil and criminal cases.

DUTIES: 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.

Schedule court reporters and interpreters; process transcripts; arrange for transcriptions; 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.

May perform case administration duties and/or provide training or assistance to employees performing case administration duties, and administrative tasks such as financial transactions. Other duties as assigned.

HOW TO APPLY (Clerk's Office Only): All interested employees are requested to email Sharon Harris and copy Shiretta Houser.

HOW TO APPLY (Federal Judiciary Only): Qualified persons are invited to submit a cover letter, including a list of three professional references (with contact information), and an AO-78 Application for

Judicial Branch Federal Employment which is available at <http://www.alnd.uscourts.gov>.

Please submit cover letter and application by mail in an envelope marked "CONFIDENTIAL" to Human Resources Specialist, U. S. District Court, 1729 5th Avenue North, Birmingham, AL 35203.

The most highly qualified candidates will be referred for further consideration and possible testing and interview. Only applicants who are selected for interviews will be contacted by the Court when the position is filled.

EQUAL OPPORTUNITY EMPLOYER