



**UNITED STATES DISTRICT COURT DISTRICT OF CONNECTICUT
VACANCY ANNOUNCEMENT - USDC-CT 15-17**

POSITION: Courtroom Deputy I or II
SALARY RANGE: CL 24 - CL 27* (\$38,636 - \$83,929)
DUTY STATION: Hartford, CT

OPENING DATE: October 21, 2015
CLOSING DATE: November 11, 2015

*Depending on experience. Lateral transfer for applicants already at a CL 27.

The Clerk's Office of the United States District Court for the District of Connecticut is seeking qualified applicants for the full-time position of Courtroom Deputy. Courtroom deputies perform specialized duties as listed below. The position entails a high level of knowledge and complexity regarding court operations and courtroom proceedings. The incumbent will report directly to the Hartford Division Manager.

Representative Duties:

- Attends court sessions and conferences. Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom and assuring the presence of all necessary participants. Manages and organizes exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems. Operates recording equipment to record court proceedings.
- Takes notes of proceedings and rulings and prepares minute entries electronically. Responsible for docketing minutes of all court proceedings and documents filed in court on the civil and criminal docket in ECF. Dockets orders, pleadings and judgments as directed by local court policy, utilizing applicable automated systems.
- Reviews cases or reports for necessary actions. Drafts orders and notices as required for the judge's approval.
- Manages judge's cases by calendaring and monitoring deadlines and monitoring the filing of pertinent documents and the timely responses to judicial orders.
- Prepares judgment and statement of reasons in criminal cases, docketing judgments and distributes documents as directed by local court policy.
- Coordinates hearings. Serves as primary source of information on scheduling conferences, hearings, trials, and other case proceedings.
- Schedules court reporters and answers questions from parties and the public regarding obtaining transcripts.
- Schedules interpreters. Manages the Telephone Interpreting Program (TIP) including setting up and troubleshooting the system and training counsel in the use of the equipment.
- Trains counsel in the use of electronic courtroom technology as needed.
- Keeps the judge and immediate staff informed of case progress. Acts as liaison between the clerk's office, the bar, the public, and the judge to ensure that cases proceed smoothly and efficiently.
- Informs jury clerk of upcoming trials and need for jurors. Assists the judge and parties in jury selection and maintains records of jury selection and attendance. Maintains contact with counsel during deliberations.
- Arranges for the appointment of attorneys when such services are requested by defendants in criminal cases.
- Assists in the accurate statistical reporting requirements of the Administrative Office. Reviews the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and makes summary entries on the docket of all documents and proceedings.
- May perform case administration duties and/or provide training assistance to employees performing case administration duties and administrative tasks.

- Performs other duties as assigned.

Qualifications and Requirements:

- Must be able to attend court proceedings that may start or go past the incumbent's normal work hours.
- Must possess excellent written and oral communication skills, organizational skills, and analytical skills. Individuals must also possess the ability to exercise mature judgment and skill in dealing with others in person-to-person work relationships.
- Knowledge of federal and local rules, legal terminology, and legal documents. Knowledge of courtroom proceedings and applicable requirements (including time requirements), statistical reporting requirements, and how cases proceed through the court system. Must possess the ability to understand and follow detailed instructions, take accurate notes, and summarize court proceedings. Must also possess the ability to multi-task under strict deadlines.
- Skill in the use of computer applications/programs, including word processing, court computer programs, automated case management systems, scanning and uploading pdf documents, e-mail, and web browsers.
- To be eligible for the appointment at a CL 26, a candidate must possess at least 1 year of specialized experience equivalent to work at the CL 25 level. To qualify for appointment at a CL 27, a candidate must possess at least 2 years of specialized experience with one year of work experience equivalent to work at a CL 26 level. Specialized experience includes progressively responsible experience that is closely related to the work of this position that has provided the applicant with the particular knowledge, skills and abilities to successfully perform the duties of this position.
- Spanish speaking a plus, but not required.
- Bachelor's degree preferred.

How to Apply: Submit resume, with cover letter, and salary history, by email only, to: Human Resources Department @ Email: HR_department@ctd.uscourts.gov

Applicants must also submit a narrative statement addressing the following:

1. What motivates you to go the extra mile in your job?
2. What significant contribution have you made to your current or most recent employer in the past twelve months?
3. What interests you the most about pursuing a career with the federal judiciary?

The Court will communicate only with those applicants who are selected for an interview. **No phone calls please.**

Conditions of Employment:

- Applicants must be U. S. citizens or eligible to work in the United States.
- Successful candidate for this position is subject to a full fingerprint and background records check, and a six-month probationary period. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation.
- Mandatory electronic direct deposit of salary payment.
- Employees are required to adhere to the Code of Conduct for Judicial Employees [available to applicants to view at the court website: www.ctd.uscourts.gov].

- Employees of the U.S. District Court are EXCEPTED SERVICE APPOINTMENTS. Excepted service appointments are “at will” and can be terminated with or without cause by the court.
- All applications will be reviewed to identify the best qualified candidates. Due to the volume of applications received, the Court will only communicate with those individuals invited in for an interview. Applicants selected for interviews must travel at their own expense. The Court may close this announcement at any time, and it is therefore recommended that applications be submitted as soon as possible. The Court reserves the right to modify the conditions of this position announcement or to withdraw the announcement, which may occur without prior written notice.

The United States District Court is an Equal Opportunity Employer