



**UNITED STATES DISTRICT COURT DISTRICT OF CONNECTICUT
VACANCY ANNOUNCEMENT - USDC-CT 24-13**

POSITION: Courtroom Deputy/Case Administrator **OPENING DATE:** August 9, 2024
SALARY RANGE: CL 26 - CL 27* (\$59,524 - \$106,290) **CLOSING DATE:** Open until filled.
DUTY STATION: Hartford, CT (Preference given to those applications received by August 22, 2024)

*Depending on experience.

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 for Senior District Judge Robert N Chatigny. 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, docket 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.
- 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.

How to Apply: Submit resume, cover letter, narrative statement, and completed AO 78, by email only, to: Human Resources Department @ Email: HR_department@ctd.uscourts.gov

Applications for Judicial Branch Federal Employment (AO 78) may be obtained at: <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

Applicants must also submit a narrative statement addressing the following:

1. What motivates you to go the extra mile in your job?

Benefits:

- A minimum of 11 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance

- Credit, time in-service, for prior government service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

Conditions of Employment:

- Applicants must be U.S. citizens or eligible to work in the United States.
- Successful candidate will undergo a full fingerprint and background records check. 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.

The District of Connecticut is an equal opportunity employer and values diversity and inclusion.