



**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF ARKANSAS
OFFICE OF THE CLERK
FAYETTEVILLE DIVISION**

VACANCY ANNOUNCEMENT

Courtroom Deputy Clerk

CL 27 - \$47,390 - \$77,030*

Closes: December 16, 2016 Available: February 6, 2017

The United States District Court, Western District of Arkansas has an opening for a courtroom deputy clerk. The position is full-time and will be located in Fayetteville, Arkansas. The position will support a magistrate judge.

Job Summary

Courtroom deputies perform general or specialized court or courtroom functions such as electronic court recording operator (ECRO) duties, calendaring, and/or similar courtroom services work. The duties involve managing the judge's caseload, attending and logging court proceedings, processing orders and other documents, and recording proceedings. This job entails a high level of knowledge and complexity regarding court or courtroom operations. In addition, they function at the fully proficient level of courtroom work, including complete calendar responsibilities.

Representative Duties

- Manage judge's cases by calendaring, including distributing and monitoring deadlines, monitoring filing of pertinent documents, and timely responses to judicial orders.
- Calendar and regulate case movement.
- Serve as primary source of information on scheduling conferences, hearings, trials, and other case processes.
- Record court proceedings. 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, administering oaths, 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. Prepare and docket bonds, orders, pleadings, judgments and minutes utilizing the court's electronic filing system - CM/ECF.
- 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.
- Interview defendants and process financial affidavits for indigent parties.

Minimum Qualification Requirements

Requires a minimum of two (2) years' specialized work experience, preferably within the legal field; high school graduation or equivalent; experience in applying recurring procedures and using specialized terminology that demonstrates the ability to apply a body of rules, regulations, directives, or laws; sound ethics and judgment; excellent communication skills (oral and written); attention to detail; ability to interact effectively and appropriately with others as a team; ability to multi-task; and skill in using automated equipment including word processing applications, requisite court computer programs, and automated case management systems. Prior experience with the court's case management system (CM-ECF) preferred.

Information for Applicants

Send resume to Mary Sue Jones, Operations Manager/HR, Western District of Arkansas, Isaac C. Parker Federal Building, 30 South 6th Street, Fort Smith, Arkansas 72901 or email a .pdf version to mary_sue_jones@arwd.uscourts.gov. See below for a list of employee benefits.

Employee Benefits

Employees of the United States District Court are considered at-will employees and ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Thirteen (13) days of paid vacation per year for the first three years of employment. Up to 26 days per year thereafter.
- Participation in a retirement program including the Thrift Savings Plan.
- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.
- Prescribed salary progression through classification level based on acceptable performance.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Applicants must be a U.S. citizen or eligible to work in the United States

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit

The selected candidate will be subject to a background check as a condition of employment.

*Starting salary commensurate with work experience, previous federal government service, and prior pay history. Rates advertised may be slightly higher if yearly cost of living increase is granted by Congress.