



U.S. District Court Western District of Arkansas

Courtroom Deputy to U. S. Magistrate Judge

Announcement #: 25-ARWD-06

Position Type: Full-time, Permanent

Duty Location: El Dorado, Arkansas

Grade/Salary Range: CL-26 (\$53,839 - \$87,482)
CL-27 (\$59,133 - \$96,147)

*Starting salary dependent on qualifications and experience. This position has promotion potential to CL-27 without further competition, contingent upon performance and funding.

Opening Date: Thursday, July 17, 2025

Closing Date: Open until filled; preference given to applications received by Friday, August 1, 2025

POSITION OVERVIEW

The United States District Court for the Western District of Arkansas has an opening for a Courtroom Deputy Clerk in El Dorado, AR. 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 position entails a high level of knowledge and complexity regarding court or courtroom operations.

SUMMARY OF 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.
- Performing other duties, as assigned.

REQUIRED SKILLS & QUALIFICATIONS

- Requires a minimum of one (1) year of specialized work experience, preferably within the legal field.
- High school graduation or equivalent.
- Exceptional writing skills to include excellent grammar, punctuation, spelling, and proofreading.

- Excellent organizational skills, including ability to manage multiple high impact projects and priorities within strict deadlines in a fast-paced environment.
- Self-starter with demonstrated analytical and problem-solving skills, professional demeanor, and ability to exercise sound judgment.
- Ability to maintain confidentiality, handle sensitive information, and exercise discretion at all times.
- The ability to work independently but also to interact effectively and appropriately with others as a team in support of the Court's overall mission.
- Proficiency using Microsoft Excel, Microsoft Word, and Adobe Acrobat.

PREFERRED QUALIFICATIONS

- Prior experience with the court's case management system (CM/ECF) preferred.
- Preference will be given to applicants who have experience as a courtroom deputy, or in a similar capacity, in either a federal or state court setting.
- Preference is also given to those applicants who have specialized experience in a court setting or law firm, have experience using case management and electronic case filing software, Adobe, and Office365, evidence presentation, and remote communications technologies.

CONDITIONS OF EMPLOYMENT

Applicants must be a U.S. citizen or be eligible to work in the United States. The applicant selected will be subject to an FBI fingerprint check or investigation and may be subject to periodic updates. An individual may be hired provisionally pending successful completion of the necessary records checks. The position is subject to mandatory electronic fund transfer (direct deposit) for salary payment (bi-weekly). Employees of the United States District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. Employees are required to adhere to the Code of Conduct for Judicial Employees which can be found at www.uscourts.gov.

BENEFITS

A career with the U.S. Government provides employees with a comprehensive benefits package. Federal employees and their families have access to a range of benefits that are designed to make your federal career very rewarding. Federal benefits include paid vacation and sick leave, 11 paid holidays per year, and retirement benefits. Optional benefits include health and life insurance, disability insurance, long term care insurance, dental and vision insurance, and participation in the court's flexible benefits program. Please visit <http://www.uscourts.gov/careers/benefits> for additional information.

APPLICATION PROCEDURES

Qualified applicants should submit a complete packet consisting of:

1. Letter of interest that clearly outlines how your skills, education, and experience as it relates to the job duties
2. Current and detailed resume
3. Names and contact information of three professional references
4. Completed Application for Judicial Branch Federal Employment (Form AO-78). This form may be downloaded from the U.S. Courts website: <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

Only qualified applicants will be considered for this position. Applicants selected for interviews must travel at their own expense. References will be contacted for finalists only after permission is obtained from candidates. Email your complete packet to: jobs@arwd.uscourts.gov (single PDF document preferred). Please reference the vacancy announcement number and title in the subject of the email. Incomplete packets will not be considered.

The court reserves the right to modify the conditions of this job announcement or withdraw the announcement, which may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable timeframe of the original announcement, the Clerk of Court may elect to select a candidate from the original qualified applicant pool.

**The United States District Court for the Western District of Arkansas is an
Equal Employment Opportunity Employer and values diversity in the workplace.**

www.arwd.uscourts.gov