



United States District Court

District of Delaware

Vacancy Announcement 16-04

Position Title: Docket Clerk/Courtroom Deputy

Duty Station: Wilmington, Delaware

Salary: CL 24 \$37,911 - \$61,598

CL 25 \$41,866 - \$68,046

CL 26 \$46,109 - \$74,928

Opening Date: July 13, 2016

Closing Date: July 27, 2016

Position Overview

The Docket Clerk/Courtroom Deputy is an employee of the Clerk's Office who supports Chief Judge Leonard P. Stark by maintaining the official case events summary on the docket sheet and attending court proceedings as needed.

Representative Duties

- Makes summary entries of documents and proceedings. Receives and docketes terminating documents. Performs quality control on attorney-docketed entries. Prepares and distributes judgments, orders and deficiency notices. Sets schedules for briefing and record preparation.
- Attends court sessions and conferences. Assists with jury selection. Assists with the orderly flow of proceedings, including assuring the presence of all necessary participants, managing exhibits, and setting up evidence presentation systems. Takes notes of proceedings and rulings. Prepares notices and minute entries.
- Checks for prior or prohibited filings. Verifies attorney's authority to practice. Monitors the release of exhibits and sealed documents. Verifies and issues summons forms.
- Performs criminal docketing by applying the rules of the Speedy Trial Act. Analyzes Speedy Trial Reports and ensures that criminal proceedings are scheduled in a timely manner.
- Provides information to public, bar, and the Court.

- Transmits records to appropriate court. Ensures event codes are entered accurately.
- Performs other duties as assigned.

Qualifications

Applicants for this position should possess at least two years of general experience or up to two years of specialized experience. Specialized experience shall include the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws, and involve the routine use of specialized terminology and automated software and equipment for word processing, data processing and report generation. A candidate must display initiative and be able to deal effectively with the District Judges, co-workers, the public, and the Bar. The individual must be able to understand the rules and regulations of the Court. Superior computer skills are required. A team attitude and a willingness to adapt to a changing work environment are essential to maintain the Court's quality standards. Professional or businesslike approach and attire are required.

Education and Experience

Applicants for this position should possess at least one year of specialized experience. The completion of a degree in a field related to Criminal Justice or Legal Studies is preferred, along with experience in a related field.

CL-24 One year of specialized experience equivalent to work at CL-23

CL-25 One year of specialized experience equivalent to work at CL-24

CL-26 One year of specialized experience equivalent to work at CL-25

Benefits

The United States District Court for the District Court of Delaware offers a generous benefit's package which includes the following: paid annual and sick leave; ten paid federal holidays; participation in the Federal Employees Health Benefits Program (FEHB); Federal Employees Dental and Vision Insurance Program (FEDVIP); Federal Employees Group Life Insurance (FGLI); Flexible Benefits Program; Long Term Care Insurance; Federal Employees Retirement System (FERS); Thrift Savings Plan (TSP) and a Transit Subsidy Program.

NOTE: Some benefits require a waiting period.

Information for Applicants

To be considered for this position, applicants must submit a cover letter and resume to:
ded_resumes@ded.uscourts.gov

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without prior written notice.

The salary for this position will be based upon experience and education in accordance with the Court Personnel System for the U.S. Courts. Advancement on the pay scale is contingent upon satisfactory performance.

This position is a mandatory EFT (Electronic Funds Transfer) participation for payment of net pay.

The U.S. District Court requires employees to adhere to the Judicial Code of Conduct for Judicial Employees which is available on www.uscourts.gov.

The U.S. District Court for the District of Delaware is an Equal Opportunity Employer.

Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the U.S. District Court.

The Docket Clerk/Courtroom Deputy is a sensitive position. The selected candidate will be subject to an FBI fingerprint check as a condition of employment, and may be subject to periodic updates.

Due to the volume of applications received, the U.S. District Court will only communicate to those individuals who will be interviewed. If you are not notified by us, another candidate within the recruitment was selected.

If you will be applying for the Docket Clerk/Courtroom Deputy position, applicants are encouraged to apply prior to the deadline.

**If you have questions regarding this announcement,
please contact Beth Mason at (302)573-6170**