



# United States District Court

## District of Delaware

### Vacancy Announcement 24-2

Position Title: Magistrate Courtroom Deputy

Salary: CL 24 (\$47,773- \$77,699)  
CL 25 (\$52,783- \$85,794)  
CL 26 (\$58,135- \$94,464)  
CL 27 (\$63,857- \$103,811)

Opening Date: 1/17/24

Closing Date: 1/31/24

#### **Position Overview**

The Magistrate Courtroom Deputy is an employee of the Clerk's Office who supports a U.S. Magistrate Judge by maintaining the official case events summary on the docket sheet and attending court proceedings as needed.

#### **Representative Duties**

- Attend court sessions and conferences. Assist with the orderly flow of proceedings, setting up the courtroom, assuring the presence of all necessary participants, and managing exhibits. Take notes of proceedings, rulings, and notices and prepare and file minutes.
- Enter documents and/or events in case management system according to Court policy. Review the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings in criminal cases.
- Opens criminal, magistrate and miscellaneous cases upon receipt of initiating documents, and closes cases upon receipt of terminating documents.
- Act as a liaison between the Clerk's Office, the bar, the public, and the judge to ensure that cases proceed smoothly and efficiently.
- Review reports for necessary actions. Answer inquiries on case status, ensuring confidentiality of sensitive information. Keep Judge and immediate staff informed of case progress and proceedings.

- Record court proceedings using digital audio equipment.
- Perform other related duties, as assigned.

### **Qualifications**

Applicants for this position should possess at least one year 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 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**

In addition to the above qualifications, the completion of a bachelor's degree in a related field of study is preferred.

CL 24 One year of specialized experience

CL 25 One year of specialized experience

CL 26 One year of specialized experience

CL 27 Two years of specialized experience

### **Benefits**

The United States District Court for the District of Delaware offers a generous benefits package which includes the following:

- Paid annual and sick leave
- Eleven 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
- Employee Assistance Programs
- Long Term Care Insurance through the Federal Judiciary or OPM
- Federal Employees Retirement System (FERS)
- Thrift Savings Plan (TSP)- up to 5% match
- Student Loan Forgiveness Program for Public Service Employees
- On-site fitness facility
- Transit Subsidy Program (contingent upon availability of funds)

NOTE: Some benefits require a waiting period.

### **Information for Applicants**

Consideration will only be given to those who apply online no later than January 31, 2024 and provide the required application documents in PDF format. The required application documents include the following: cover letter, resume, AO-78 and three business references. To apply for the position, please visit the Court's website at:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=daye8adr&pos=24-2>

Applicants will receive an email confirmation upon receipt. Incomplete applications, paper applications or faxed applications will not be considered.

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(s) sooner than the closing date, if a closing date is shown, any of which action may occur without prior written notice. This job announcement may involve filing more than one position described therein.

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.

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

If you have questions regarding this announcement,  
please contact Beth Mason at **(302)573-4539**