



# United States District Court

## District of Delaware

### Vacancy Announcement 24-3

Position Title: Docket Clerk/Courtroom Deputy

Duty Station: Wilmington, Delaware

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: January 29, 2024

Closing Date: Open until filled

#### **Position Overview**

The Docket Clerk/Courtroom Deputy is an employee of the Clerk's Office who supports a District Judge 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 docketing 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 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 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.

### **Experience**

Applicants for this position should possess at least one year of specialized experience.

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 (FEGLI)
- 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 and provide the required application documents in PDF format. The required application documents include the following: resume, cover letter, three business references and an AO-78 Federal Judicial Branch Application for Employment. To apply for the position, please visit the Court's website at:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=daye8adr&pos=24-3>

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 herein.

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](http://www.uscourts.gov).

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.

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

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.

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**