



United States District Court

District of Delaware

Vacancy Announcement 24-12

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: 4/17/24

Closing Date: Open until filled

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

Information for Applicants

Please provide the required application documents in PDF format. The required application documents include the following: resume, cover letter, 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=24-12>

Applicants will receive an email confirmation upon receipt. Paper 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.

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

The Magistrate 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.

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