



United States District Court

District of Delaware

Vacancy Announcement 21-06

Position Title: Docket Clerk/Courtroom Deputy

Duty Station: Wilmington, Delaware

Salary: CL 24 \$42,061- \$68,378

CL 25 \$46,467- \$75,507

CL 26 \$51,167- \$83,156

CL 27 \$56,209- \$91,374

Opening Date: July 28, 2021

Closing Date: August 11, 2021

Position Overview

The Docket Clerk/Courtroom Deputy is an employee of the Clerk's Office who supports Chief Judge Connolly 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 a minimum of 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.

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

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 benefit's 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 no later than August 11, 2021 and 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=21-06>

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.

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.

If you have questions regarding this announcement, please contact

Beth Mason at (302)573-4539