



**United States District Court
District of Minnesota**

CAREER OPPORTUNITY
Vacancy Announcement #2015-06

Position Type:	Courtroom Deputy Regular full-time position
Number of Vacancies:	One
Location:	Warren E. Burger Federal Building and U.S. Courthouse St. Paul, Minnesota
Posting Date:	October 31, 2014
Classification:	CL 26/27
Salary Range:	\$44,713 – \$72,727 and \$49,127 – \$79,899 DOQ
Closing Date:	Open until filled. Preference will be given to resumes received by Friday, November 14, 2014 at 5:00 p.m.

Overview of the District of Minnesota

The U.S. District Court, District of Minnesota, serves the 87 Minnesota counties. The District has four staffed divisional offices located in Minneapolis, St. Paul, Duluth and Fergus Falls. This position supports 7 authorized district judges, 4 senior district judges, 8 authorized magistrate judges, 1 part-time magistrate judge, Clerk's Office staff, and Probation and Pretrial Service Office staff.

Introduction

This position is located in the Warren E. Burger Federal Building and U.S. Courthouse in St. Paul, Minnesota. The incumbent's office is in the judge's chambers. The incumbent manages the judge's caseload and provides courtroom and other assistance

through scheduling trials, hearings, and other activities, attending court proceedings, drafting and entering orders and judgments, compiling minutes and reviews statistical reports.

Representative Duties

Receives, screens, and then refers or answers all initial communications from attorneys, the public, parties and other court personnel, professionally representing the chambers as the first, and sometimes only, contact with customers of the court. Maintains, coordinates and distributes the day-to-day calendar.

Schedules and coordinates hearings before the magistrate judge and arranges for, court reporter, telephonic appearances and interpreter as appropriate.

Prepares written and oral communications, including writing, editing and proofreading documents, orders, and minutes for docketing via Electronic Case Filing (ECF).

Opens and reviews all electronic and hard-copy mail, as well as Daily Activity Reports, to notify the magistrate judge and law clerks of case history and what action is necessary or requested.

Maintains and organizes all chambers files.

Monitors civil cases to determine timely scheduling of pretrial conferences.

Monitors civil cases and appropriately drafts orders regarding untimely filing of pleadings and maintains chambers list of assigned cases.

Monitors criminal cases, drafts arraignment orders, schedules motion hearings and reviews case per the speedy trial act.

Works with other court personnel and law clerks to address procedural mistakes made by litigants and to maintain the confidentiality of sensitive material.

Monitors and generates pending motions reports for magistrate judge and law clerks.

Acts as courtroom deputy for hearings as necessary.

Responsible for other criminal duties in absence of assigned criminal duty clerk.

Prepares travel vouchers for all chambers staff.

Coordinates activities with regard to law clerk recruitment.

Serves as coordinator for the Central Violations Bureau and Petty Offense Docket.

Works with Clerk's Office staff and chambers staff of District Judges.

Provides general executive clerical support to the magistrate judge.

Qualifications

Minimum Qualifications

One year of specialized hands-on experience in applying recurring procedures and using specialized terminology that demonstrates the ability to apply a body of rules, regulations, directives, or laws. Attention to detail, ability to take directions from others, familiarity with legal terms, organization skills, computer and case management experience, and customer service skills.

Preferred Qualifications

Two years of specialized hands-on experience. Previous legal secretarial experience, knowledge of court rules, policies and procedures. BA/Paralegal degree preferred. Ability to work in a fast-paced environment, meet deadlines and manage multiple projects. Ability to maintain confidentiality and interact tactfully with a wide variety of persons.

Benefits

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to similar benefits. These benefits include paid vacation and sick leave, health insurance, disability and life insurance, long-term care, flexible spending accounts, retirement benefits, and a tax-deferred savings plan (similar to a 401K plan) with employers matching contributions.

Application Process

Qualified candidates should email resume with cover letter to:

hr-usdc@mnd.uscourts.gov

Enter “Application for Courtroom Deputy Position” in the email Subject line.

All documents should be combined and emailed as one PDF attachment.

The United States District Court requires employees to adhere to a Code of Ethics and Conduct Policy. Applicant must be a U.S. citizen or a permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. A background check is required. Use of Electronic Fund Transfer (EFT) for payroll deposit is required.

All application materials received will be reviewed to identify the best qualified candidates. **Only applicants selected to proceed to the next phase of the selection process will be notified.** Unsuccessful applicants will not receive notice.

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice. If a subsequent vacancy of the same position becomes available within a reasonable time from the original announcement, the Clerk of Court may select a candidate from the qualified applicants.

All final candidates are subject to FBI Fingerprints and background investigation, including criminal history. Applicants must be U.S. citizens or a permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so.

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