



**UNITED STATES
DISTRICT COURT
DISTRICT OF MINNESOTA**

Human Resources Office
O: (612) 664-5440
HR-USDC@mnd.uscourts.gov

**Warren E. Burger Federal
Building and U.S. Courthouse**
316 North Robert Street
Room 100
St. Paul, MN 55101

**Diana E. Murphy
U.S. Courthouse**
300 South Fourth Street
Room 202
Minneapolis, MN 55415

**Gerald W. Heaney Federal
Building and U.S. Courthouse
and Customhouse**
515 West First Street
Duluth, MN 55802

**Edward J. Devitt U.S.
Courthouse and Federal
Building**
118 South Mill Street
Fergus Falls, MN 56537

**NOTICE OF JOB OPPORTUNITY
Courtroom Deputy
Vacancy Announcement #: 2023-03**

ANNOUNCEMENT DATE: January 26, 2023

CLOSING DATE: Preference given to applications submitted by February 14, 2023, 4:30 p.m. Central Time.

POSITION: Courtroom Deputy, Full-time

STARTING LEVEL/SALARY: CL 26 (\$54,588 - \$88,713/annually) – Promotion potential to CL 27 after one year

AREA OF CONSIDERATION: Internal and External

LOCATION: St. Paul, MN

PREFERRED JOB START DATE: March 2023

POSITION OVERVIEW

The U.S. District Court for the District of Minnesota is seeking a Courtroom Deputy for District Judge Susan Richard Nelson, in St. Paul, Minnesota. The Courtroom Deputy performs general and specialized court and courtroom functions, including managing the judge's caseload, attending and logging court proceedings, and processing orders. This job requires a high level of knowledge regarding court and courtroom operations, some of which are complex. In addition, the person in this position must be able to function at the fully proficient level of courtroom work, including complete calendar and other reporting responsibilities. The court is seeking a professional with excellent organizational and interpersonal skills, and a high attention to detail. The typical work schedule for this position is Monday through Friday, 8:00 a.m. until 5:00 p.m. (additional hours may be required).



REPRESENTATIVE DUTIES

- Attend court sessions and conferences. Record court proceedings when necessary. Manage and organize exhibits admitted during court proceedings. Assist with the orderly flow of proceedings including, but not limited to, setting up the courtroom, setting up and troubleshooting electronic evidence presentation systems, assuring presence of all necessary participants, and assuring that court participants are familiar with Judges policies and procedures. Take notes of proceedings, rulings, notices and docket minute entries electronically.
- Perform case management duties to include routinely reviewing cases and reports for necessary actions, taking appropriate corrective action, contacting attorneys for appropriate action, or referring necessary matters to the Judge's attention.
- Keep judge and immediate staff informed of case progress. Assist the judge and parties in jury selection and maintain records of jury selection and attendance. Act as liaison between the clerk's office, the bar, the public and the judge to ensure that cases proceed smoothly and efficiently. Maintain contact with counsel during deliberations.
- Assist/schedule court reporters and interpreters; process transcripts; arrange for transcriptions; answer questions from parties and the public regarding obtaining transcripts. Refer defendants to probation office as appropriate.
- Inform jury clerk of upcoming trials, needs for jurors, etc. Draft orders and judgments for the judge's approval including judgment commitment orders. Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems.
- Coordinate hearings. Assist in the accurate statistical reporting requirements of the Administrative Office. 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.
- May perform case administration duties and/or provide training or assistance to employees performing case administration duties, and administrative tasks such as financial transactions.
- Manage the day-to-day operations of the courtroom and maintains courtroom and jury room supplies and handles routine office matters, e.g. handling mail.
- Manage chambers' internal criminal files and civil and criminal case management, including the coordination with law clerks and communication with other chambers regarding case-related issues.
- Prepare correspondence, memoranda, speeches, and agendas for meetings and conferences.
- Prepare and edit legal documents, proofread, and verify citations.
- Maintain the judge's day-to-day calendar. Arrange meetings, conferences, private attorney admissions and naturalization ceremonies as well as wedding ceremonies over which the judge may preside.
- Greet callers both in person and over the phone. Respond to inquiries and direct callers to the appropriate court staff.
- Assist with incoming and exiting law clerk logistics and extern onboarding.
- Prepare and maintain the judge's travel itineraries and arrangements. Prepare and submit travel vouchers on behalf of the judge and law clerks.
- Prepare and file required reports on the judge's behalf, including the Financial Disclosure Report, the Governance and Travel Report, and other reports as required.
- Other duties as assigned.



MINIMUM QUALIFICATIONS

- High school diploma or equivalent; and
- Two years of general court or administrative experience; and
- One year of specialized experience. Specialized experience is progressively responsible clerical or administrative experience requiring 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 entry or report generation.

PREFERRED QUALIFICATIONS

- Bachelor's degree.
- Prior court or legal experience is highly desired.
- Excellent computer and typing skills including skills in word processing (MS Word and Excel), proficiency with the databases, scanning and uploading documents, email, and web browsers.
- Excellent organization, analytical, oral and written communication skills, including the use of proper grammar, spelling, and punctuation.
- Self-starter, good tact and judgment, discretion, and professional demeanor.
- Experience in a fast-paced and demanding environment dealing with diverse legal issues.
- Experience coordinating and prioritizing the flow of work in a team-based environment.

ENVIRONMENTAL DEMANDS

- Work is performed primarily in an office setting or courtroom.
- Some travel may be required.
- Some lifting may be required to handle and set up equipment in the courtroom.

APPLICATION INFORMATION

To apply, email the PDF documents to hr-usdc@mnd.uscourts.gov and add "2023-03 Courtroom Deputy position" in the email subject line.

Please include the following in PDF format:

- Application for Employment (AO78) Found here - <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>;
- Resume; and
- Name and contact information for three (3) professional references.

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.** All application materials must be attached to the email as directed.

If interviews are held in person, applicants are responsible for any travel costs.



The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, and to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Judiciary employees serve under excepted appointments and are considered “at-will” and may be terminated with or without cause or notice by the court.

New employees engaging in work for the District of Minnesota are required to be fully vaccinated against COVID-19. Proof of vaccination will be required prior to entrance on duty. Contact Human Resources to discuss exemption requests.

The U.S. District Court requires employees to adhere to the [*Code of Conduct for Judicial Employees*](#). This position is also subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

The final candidate is subject to FBI Fingerprinting and a background investigation, including criminal history. Employment is provisional and contingent upon a successful background check.

BENEFITS

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- 11 paid federal holidays.
- Extensive health, life, dental, vision, and long-term care insurance plans.
- A defined benefit pension plan.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax transportation, medical, and childcare reimbursement accounts.
- Transit Subsidy Program.
- On-site fitness center.

Employees of the U.S. District Court are not classified under Civil Service.

The U.S. District Court is an Equal Opportunity Employer