



**UNITED STATES  
DISTRICT COURT  
DISTRICT OF MINNESOTA**

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

**Vacancy Announcement #: 2023-04**

**ANNOUNCEMENT DATE:** January 26, 2023

**CLOSING DATE:** Open Until Filled; preference given to applications submitted by Tuesday, 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:** April 2023

**POSITION OVERVIEW**

The U.S. District Court for the District of Minnesota is seeking a Courtroom Deputy for a Magistrate Judge, 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.

**REPRESENTATIVE DUTIES**

- Manage judge's cases, including monitoring filing of pertinent documents; calendaring hearings and meetings; distributing, monitoring, and enforcing deadlines and ensuring timely responses to judicial orders.
- Calendar and regulate case movement.
- Serve as primary source of information on scheduling conferences, hearings, trials, and other case processes.
- Manage and organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems. Assist with the orderly flow of proceedings including,



but not limited to, setting up the courtroom, and assuring presence of all necessary participants. Prepare minute entries electronically.

- Review cases or reports for necessary actions. 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 court documents and proceedings.
- Keep judge and immediate staff informed of case progress. Act as liaison between the clerk's office, the bar, pro se litigants, the public, and the judge to ensure that cases proceed smoothly and efficiently.
- Schedule court reporters and interpreters.
- Draft orders and judgments for the judge's approval. Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems.
- Assist in the accurate statistical reporting requirements of the Administrative Office.
- Review CJA eVoucher emails and forward to judge for processing.
- Serve as liaison with law school externship coordinators and as a resource for student externs in chambers.
- Communicate with parties and answer procedural questions without providing legal advice.
- Consistently demonstrate sound ethics and judgment.
- Perform other duties and responsibilities 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](mailto:hr-usdc@mnd.uscourts.gov) and add “2023-04 Courtroom Deputy – MJ 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**