



**UNITED STATES
DISTRICT COURT
DISTRICT OF MINNESOTA**

Human Resources Office
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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 for District Judge**

Vacancy Announcement #: 2026-02

ANNOUNCEMENT DATE: January 27, 2026

CLOSING DATE: Preference given to applications submitted by February 13, 2026, 4:00 p.m. CST. Open until filled.

POSITION: Courtroom Deputy, Full-time

STARTING LEVEL/SALARY: CL26 (\$59,277 - \$96,338/annually) – Promotion potential to CL27 after one year

AREA OF CONSIDERATION: Internal and External

LOCATION: St. Paul, MN

PREFERRED START DATE: February/March 2026

POSITION OVERVIEW

The U.S. District Court for the District of Minnesota is seeking a Courtroom Deputy for Senior District Judge Donovan W. Frank, in St. Paul, Minnesota. The Courtroom Deputy performs general and specialized court and courtroom functions, to include calendaring and/or similar courtroom services work. The duties involve managing the judge's caseload, attending and logging court proceedings, and processing orders. This job requires a high level of knowledge and complexity regarding court and courtroom operations. In addition, the person in this position must be able to function at a fully proficient level of courtroom work, including complete calendar and other reporting responsibilities. The person selected for the position must be 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.- 5:00 p.m. with occasional remote work (additional hours may be required).

REPRESENTATIVE DUTIES

- Manage judge's cases by calendaring, distributing, monitoring, and enforcing deadlines. Monitor filing of pertinent documents. Provide timely responses to judicial orders.
- 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. Attend court sessions and conferences. Assist with the orderly flow of proceedings including, but not limited to,



setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Take notes of proceedings, rulings, notices and prepare minute entries electronically.

- Review cases or reports for necessary actions.
- Calendar and regulate case movement. 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.
- Schedule interpreters.
- Draft orders and judgments for the judge's approval including judgments in judgment commitment orders. Docket orders, judgments, and minutes as directed by local court policy, utilizing applicable automated systems. Inform jury clerk of upcoming trials, needs for jurors, etc.
- 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.
- Backup Judicial Assistant when needed.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent; and
- Two years of general 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 federal court experience highly desired.
- Prior legal experience is highly desired.
- Excellent computer and typing skills including word processing skills (MS Word and Excel), proficiency with 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 “2026-02 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.

The U.S. District Court requires employees to adhere to the [Code of Conduct for Judicial Employees](#).

This position is 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.
- 12 paid 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.
- See <https://www.uscourts.gov/careers/benefits> for more information about benefits.

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

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