



UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND

POSITION: Courtroom Deputy Clerk
LOCATION/DUTY STATION: Baltimore, Maryland
Occasional travel to alternate courthouse as needed

OPENING DATE: April 29, 2021
CLOSING DATE: Open Until Filled with
first preference given to applications
received by May 13, 2021*

SALARY: CL 25 (\$48,104 - \$78,167) Two years of general experience** or college degree plus two years of specialized experience** required
CL 26 (\$52,970 - \$86,085) Two years of general experience** or college degree plus four years of specialized experience** required
This is a career ladder position and a grade increase is possible without further competition per the requirements within court's career ladder plan.

The Clerk of the United States District Court for the District of Maryland is seeking qualified applicants for the position of Courtroom Deputy Clerk. The incumbent acts as courtroom deputy and provides courtroom and other assistance to District and Magistrate Judges. Additionally, the incumbent is responsible for recording court proceedings and making entries in the electronic docketing system. This position calls for diplomacy and sensitivity in dealing with judges, attorneys, other government agencies, and the general public.

Duties include, but are not limited to, the following:

- Review information relating to pending cases to ensure that all materials are available for use by the court and counsel.
- Attend court proceedings and assist with the orderly flow of same by setting up the courtroom, assuring presence of necessary participants, making a verbatim record on recording equipment, maintaining a detailed log of recorded proceedings, swearing in witnesses, managing exhibits, taking notes of proceedings and rulings, and preparing minute entries.
- Responds to a high volume and a variety of inquires; furnishes information with regards to petty offense and misdemeanor matters, either in person or by telephone.
- Act as liaison among the clerk's office, the bar, jurors, and the bench to ensure that cases proceed smoothly and efficiently.
- Makes summary entries of document and proceedings in the electronic docketing system; prepare and transmit notices, judgments and orders; open and close cases.
- Open cases, assigns cases, and prepares case files. Receives routes and files documents; makes summary docket entries of traffic citations and related documents in multiple databases.
- Prepare, complete, and transmit dockets related to traffic and petty offense cases.
- Prepare judgments for the judicial officer's approval.
- Furnish general information to the general public and members of the bar.

Qualifications and Requirements:

- Two years general experience plus one-year specialized experience (progressively responsible clerical experience), with strong customer service orientation.
- High school graduate or equivalent required; two-year degree or equivalent preferred.
- Excellent computer, communication, organizational and interpersonal skills. Skill in the use of applicable automated systems and equipment. Ability to communicate effectively and accurately with a variety of people. Good knowledge of language usage, spelling and grammar.
- Skill in prioritizing tasks and work assignments in a high-volume environment. Ability to adhere to strict deadlines.
- Knowledge and understanding of policies and procedures of the court and the courtroom, including knowledge of the purpose and content of documents and events in order to summarize, make docket entries, and take appropriate action.

- Ability to work independently with minimal supervision and to function effectively as part of a team.
- Ability to manage multiple tasks and priorities and adhere to strict deadlines; accuracy and attention to detail required.

Federal Benefits:

- 10 paid holidays per year.
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days after three years; and 26 days after fifteen years of federal service.
- Paid sick leave in the amount of 13 days per year.
- Mandatory participation in the Federal Employees Retirement Program and the Social Security program.
- Optional participation in the Thrift Savings Plan (401K style plan), the Federal Employees Health, Dental, Vision and Life Insurance programs, the Long-Term Disability Plan, Long-Term Care Insurance and Flexible Benefits programs and the Commuter Benefit program.

How to Apply:

Submit resume, salary history and a cover letter stating the reasons for your interest in the position, and a completed AO-78 Application for Federal Employment as a single PDF document to: jobs@mdd.uscourts.gov. Include the job title for which you are applying in the subject header of the email.

****To ensure first consideration, complete application packets must be received no later than 5:00 p.m. on May 13, 2021.**

General experience is progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Education above high school may be substituted for general 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.

- Due to the volume of applications received, the court will only communicate with those individuals invited for an interview.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.
- In the event a position becomes vacant in either division and in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

Conditions of Employment:

- Applicants must be a United States citizen or national or a permanent resident who is seeking citizenship in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment.
- This is a sensitive position within the Federal Judiciary. The selected candidate will be hired provisionally, pending the successful completion of the required background investigation and favorable employment suitability determination.
- Selected applicant will be required to complete a one-year probationary period. Failure to successfully complete the probationary period may result in termination of employment. Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are "at will" employees.
- Employees must adhere to the Code of Conduct of Judicial Employees which is available at: <http://www.uscourts.gov/RulesAndPolicies/CodeOfConduct.aspx>
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.