



UNITED STATES DISTRICT COURT DISTRICT OF ALASKA

COURTROOM DEPUTY

Announcement Number USDC 23-02
Announcement date March 14, 2023
Closing Date Open Until Filled (preference given to applications received by March 28th)
Salary Range CL 26 /\$56,717 to \$92,174 (salary commensurate with experience and qualifications plus 2.01% COLA)
Location Anchorage, Alaska

POSITION OVERVIEW - This position is located in the U.S. District Court Clerk's Office in Anchorage. The Courtroom Deputy functions in an administrative capacity managing cases for judges and providing courtroom services. This position entails a high level of knowledge and complexity regarding court and courtroom operations.

REPRESENTATIVE DUTIES

- Manage judge's cases by calendaring, by monitoring filing of documents and the responses to orders, and by setting date and time for trials, hearings, and other events. Keeps the judge and immediate staff informed of case progress.
- Record court proceedings. Administers Oaths. Manage and organize exhibits used in court proceedings. Attends court sessions and conferences. Assists with the orderly flow of proceedings, including but not limited to setting up the courtroom, ensuring the presence of all necessary participants, and preparing logs of recordings. Takes notes of proceedings and rulings and prepares minute entries in CM/ECF.
- Reviews cases and reports for necessary action. Dockets orders, pleadings, judgments, and minutes as directed by local policy utilizing applicable automated systems. Reviews documents electronically filed in assigned civil and criminal cases to ensure quality control.
- Acts as a liaison among the clerk's office, the bar, and the judge to ensure that cases proceed smoothly and efficiently. Serves as primary source of information about courtroom equipment for litigants and about the court's schedule, including trials, hearings and conferences.
- Assists the judge in jury selection and maintains records of juror selection and attendance.
- Other duties as assigned.

QUALIFICATIONS

- The successful candidate must be a high school graduate or equivalent with a minimum of two years 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. Such experience is common in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations. One of the two years specialized experience must be equivalent to work at the CL-25.
- Must have a professional demeanor, be self-motivated, hold themselves accountable to high professional standards, and possess excellent time management and organizational skills, as well as strong verbal and written communications skills.

BENEFITS - The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under the “Excepted Appointment” and are considered “At-Will” employees. As such, employment may be terminated by either the employer or the employee with or without cause. Benefits include participation in the Federal Employees’ Retirement System which contributes to the Social Security Retirement Program, Federal Employees’ Health Benefits, Federal Employees’ Group Life Insurance, Thrifts Savings Plan (similar to a 401(k) plan with employer matching contributions), paid holidays and annual/sick leave accrual. An overview of Federal Judiciary benefits is accessible at: <http://www.uscourts.gov/careers/benefits>.

HOW TO APPLY -

Qualified candidates must submit ALL of the following documents in ONE PDF format:

- 1) A cover letter detailing how your qualifications meet the job requirements;
- 2) A current resume;
- 3) At least three professional references with current contact information; and
- 4) A completed, [Application for Judicial Branch Federal Employment, form AO 78](#).

Attachments should be submitted as Microsoft Word or Adobe Acrobat .pdf documents to HR@akd.uscourts.gov.

This position is subject to mandatory electronic direct deposit of salary payments. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice. Prior to appointment, the finalist candidate will be required to satisfactorily complete a criminal background investigation. The Court requires employees to adhere to a Code of Conduct which is available upon request. All information provided by applicants is subject to verification. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The United States District Court is an Equal Opportunity Employer