



*United States District Court
District of Alaska
222 W. 7th Avenue, Box 4, Rm 229
Anchorage, Alaska 99513
www.akd.uscourts.gov*

Position: Courtroom Deputy – Job # USDC 19-06 (Permanent/Full-time)
Opening Date: October 24, 2019
Closing Date: Open until filled
Starting Salary: CL 26 / \$50,500 - \$82,053 (depending on qualifications and experience)
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. 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.
- Assists the judge in jury selection. Inform jury clerk of upcoming trials, needs for jurors.
- 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.
- 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.

BENEFITS

Full-time employees of the United States District Court are eligible for a full range of benefits to include paid vacation and sick leave, 10 paid holidays, and retirement benefits to include a defined contribution program and a 401(k) styled program called the Thrift Savings Plan (TSP), with a government match of up to 5%. Optional benefits include health and life insurance, disability insurance, dental and vision insurance, and a Flexible Benefits Program which includes medical and dependent care reimbursement.

HOW TO APPLY

Applicants must submit all of the following to be considered:

- 1) A cover letter
- 2) A detailed resume
- 3) A completed application for Judicial Branch Federal Employment – form AO78
- 4) Link to form: <http://www.uscourts.gov/forms/AO078.pdf>
- 5) Contact information for three *professional* references

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

The Court is not authorized to reimburse travel expenses for interviews. 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. Applicants must be a United States Citizen or permanently eligible to work in the United States. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed. More than one position may be filled with this announcement.

The United States District Court for the District of Alaska is an Equal Opportunity Employer