



UNITED STATES DISTRICT COURT MIDDLE DISTRICT OF TENNESSEE

POSITION ANNOUNCEMENT: Courtroom Deputy to Magistrate Judge (permanent; full-time)

ANNOUNCEMENT NO.: 19-11

DUTY LOCATION: Nashville, Tennessee

CLASSIFICATION LEVEL: CL 26 / CL 27 (\$45,321 to \$80,933)
(depending upon experience and qualifications)
*Promotion potential to CL 27 without further competition

START DATE: Position open immediately

CLOSING DATE: Wednesday, November 6, 2019 at 5:00 PM.

POSITION OVERVIEW: This position is located in the Clerk's Office. The incumbent manages the judge's caseload and provides courtroom and other assistance through management of court calendars, attending court proceedings, recording pertinent results for minutes, as well as drafting and processing orders and judgments. This job entails a high level of knowledge and complexity regarding court and courtroom operations.

REPRESENTATIVE DUTIES:

- Manages judge's cases by: calendaring and regulating case movement, including distributing and monitoring deadlines; monitoring filing of pertinent documents and timely responses to judicial orders; and setting dates and times for hearings, trials, and conferences. Keeps judge and immediate staff informed of case progress.
- Communicates with attorneys and parties before the court. Acts as liaison between the Clerk's office, the bar, the public, and the judge to ensure that cases proceed smoothly and efficiently. Serves as a primary source of information on scheduling conferences, hearings, trials, and other case processes.
- Reviews information relating to pending cases including case management, motions, deadlines, hearings, and trial dates to ensure that all records and reference material are available for use by the judge and counsel.
- Attends court sessions and conferences. Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary

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participants, managing and organizing exhibits, and setting up and troubleshooting electronic evidence presentation systems. Takes notes of proceedings, rulings, notices and prepares summary minute entries electronically.

- Informs jury clerk of upcoming trials, need for jurors, etc. Assists the judge and parties in jury selection and maintains records of jury selection and attendance. Maintains contact with counsel during deliberations.
- Drafts orders and judgments for the judge's approval, including judgment and commitment orders. Prepares memos and summaries for review by judge.
- Schedules court reporters and interpreters; answers questions from parties and the public regarding obtaining transcripts.
- Assists in the accurate statistical reporting requirements of the Administrative Office.
- Performs other duties as assigned or required to ensure the smooth and efficient operation of the Court.

REQUIRED QUALIFICATIONS:

General Experience: A minimum of two years of 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 a courtroom deputy clerk. (Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.)

Specialized Experience: A minimum of three years of progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered 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 personnel-payroll operations.

Other Requirements: College degree strongly preferred. Knowledge of federal rules, local rules, legal terminology, and legal documents. Thorough knowledge and understanding of the policies and procedures of the court and how cases proceed through the court system. Knowledge or experience of how other processes in the Clerk's Office relate to the courtroom deputy position. Skill in working with judges, counsel, and others in scheduling events and managing courtroom logistics. Ability to under-

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stand, follow detailed instructions, and multi-task under strict deadlines. Ability to write clearly, take notes, and summarize material for memos, correspondence, minute entries, and judgments, sometimes in a distracting courtroom setting. Ability to communicate information accurately and in a timely manner. Ability to meet deadlines and keep confidences. Attention to detail required. Analytical ability. Knowledge of and skill in the use of applicable automated systems.

BENEFITS:

This position is covered by the Court Personnel System. Benefits include:

- 10 paid holidays per year
- Paid annual leave in the amount of 13 days for the first three years
- 20 days per year leave after the first three years and 26 days per year after 15 years
- Sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in the Thrift Savings Plan
- Optional participation in Federal Employee Health Benefits, Life Insurance, Flexible Benefits programs
- Optional long-term care insurance and disability plans
- Credit for prior government service

CONDITIONS OF EMPLOYMENT:

- Employee must be a U.S. citizen or eligible to work in the U.S.
- Employees are required to adhere to the Code of Conduct for Judicial Employees, a copy of which is available upon request.
- Employees of the U.S. District Court are Excepted Service Appointments. Excepted Service Appointments are “at will” and can be terminated at any time with or without cause.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.
- Final candidate is subject to a background check.

TO APPLY:

Interested applicants should submit a cover letter explaining your interest and qualifications and a resume in **one combined PDF** to applications@tnmd.uscourts.gov with the subject line "Courtroom Deputy." Applications will be accepted until **5:00 PM on Wednesday, November 6, 2019.**

NOTE: 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.

THE UNITED STATES DISTRICT COURT
IS AN EQUAL OPPORTUNITY EMPLOYER