



Timothy M. O'Brien
Clerk of Court

Kansas City Division
500 State Ave. (259)
Kansas City, KS 66101

Topeka Division
444 S.E. Quincy St. (490)
Topeka, KS 66683

Wichita Division
401 N. Market St. (204)
Wichita, KS 67202

Vacancy Announcement

UNITED STATES DISTRICT COURT District of Kansas

Position: Courtroom Deputy to Senior U.S. District Court Judge
Number of Positions: One
Classification Level: CPS CL 26/1 – CL 27/61
Salary Range: \$44,042 - \$78,630
Location: Kansas City, Kansas
Opening Date: September 5, 2017
Closing Date: Open until filled
Vacancy Number: KC17-11

POSITION OVERVIEW:

The Courtroom Deputy is an employee of the clerk's office assigned to a Senior Judge. A courtroom deputy manages a judge's caseload, attends court, prepares and enters a variety of documents and orders in the Court's electronic filing system, and maintains the court calendar. This position may provide assistance to other courtroom deputies and to the clerk's office including, but not limited to, general office duties, court events, and other special projects.

REPRESENTATIVE DUTIES:

These duties are intended to provide generalized examples of major duties and responsibilities that are performed by a Courtroom Deputy to a Senior U.S. District Court Judge.

- Manages court cases by calendaring and regulating their movement; monitoring filing of pertinent documents and timely responses to judicial orders; and setting dates and times for court proceedings. Reviews pending cases and reports to keep the judge and immediate staff informed of case progress in order to ensure that matters are timely addressed. Updates and manages the electronic case database system.
- Attends court sessions and conferences, serves as bailiff and coordinates jurors. Assists with the orderly flow of proceedings, setting up the courtroom, ensuring the presence of all necessary participants, and managing exhibits. Takes notes of proceedings and rulings and prepares minute entries and judgments for the judge's approval.
- Acts as a liaison among the clerk's office, the bar 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.
- Receives, screens and refers telephone calls and personal visitors. Answers routine inquiries and provides assistance to the public as authorized, maintaining the confidentiality of sensitive matters.
- Organizes and maintains filing systems and performs other administrative and office duties as required by the judge and the clerk's office.
- Provide assistance to other courtroom deputies including courtroom coverage when needed. May assist the clerk's office with general office duties, court events, and special projects as assigned.

QUALIFICATION REQUIREMENTS:

Mandatory

High school diploma or equivalent, and one year of progressively responsible clerical or administrative experience equivalent to work at the CL 25. “Specialized Experience” means the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws, and involves the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Incumbent must present a professional demeanor at all times. Time management skills, accuracy and attention to detail are exceptionally important. The successful applicant will possess strong interpersonal, organizational, analytical, verbal and written communication skills.

Preferred

The successful applicant will have a thorough understanding of the policies and procedures of the court.

TO APPLY:

External Applicants: To apply for this position, please submit the following items:

- 1) a cover letter with salary requirements,
- 2) a detailed resume that includes a full educational and professional background,
- 3) a [Federal Judicial Branch Application for Employment](#),
- 4) a PDF of the completed package. Application packages not received in PDF format may be considered incomplete.

Internal Applicants: To apply for this position, please submit the following items:

- 1) a cover letter outlining why you want this position and why you believe your experience and skills would make you successful in this position,
- 2) a detailed resume that includes a full educational and professional background

Complete applications should be submitted by email to:

ksd_recruitment@ksd.uscourts.gov

INFORMATION FOR APPLICANTS:

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. One or more positions may be filled from this vacancy announcement. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a favorable background check, which may be subject to periodic updates. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or eligible to work for the United States Government.

*** THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER ***