



**United States District Court
Southern District of Ohio
<http://www.ohsd.uscourts.gov/>**

VACANCY ANNOUNCEMENT

Courtroom Deputy/Administrative Assistant

January 29, 2018

Vacancy Announcement Number 18-02

Duty Station – Columbus Courthouse – 85 Marconi Drive – one vacancy

Salary: CL 25 – 27 (\$41,726 - \$82,101)

Promotion potential without further advertisement for CL 25 and CL 26

**Open until filled with preference given to application packets received by:
Monday, February 12, 2018 at 11:59 pm**

Qualified applicants should submit one complete applicant packet which includes: a letter of interest, a current/detailed resume, and a completed Application for Judicial Branch Federal Employment (form AO 78, available on the court website).

All documents should be submitted as a single PDF including vacancy announcement number 18-02 to:

***Christina Romano
Human Resources Manager
Email: districtcourt_vacancy@ohsd.uscourts.gov***

The Courtroom Deputy/Administrative Assistant performs general calendaring, courtroom work and support for a United States District Judge. The duties involve managing the judge's caseload, including scheduling and issuing notices of conferences, hearings and trials, attending and recording court proceedings, and processing orders. The position requires familiarity with court procedures and courtroom operations. The incumbent may also be required to provide back-up duties for other chambers and the Clerk's Office as needed. This position reports to the Case Management Supervisor and to the District Judge. The office hours are typically 8:30 a.m. to 5:00 p.m. Additional working hours may be required based on operational need.

ABOUT THE SOUTHERN DISTRICT OF OHIO:

The Southern District of Ohio covers a broad geographic area encompassing forty-eight urban and rural counties from an imaginary line just north of Columbus south to the Ohio River. The District is comprised of over 260 individuals including twenty-one Judicial Officers, Chambers Staff, the Clerk's Office staff, the U.S. Probation Office's staff and U.S. Pretrial Services Office's staff; located in the Cincinnati, Columbus, and Dayton Courthouses.

DUTIES AND RESPONSIBILITIES:

- Assist in case management functions: Review of cases for necessary actions, including scheduling and noticing conferences, hearings and trials.
- Record court proceedings: Attend court sessions, both criminal and civil. Ensure the presence of all participants. Assist in jury selection. Manage and organize exhibits used in court proceedings. Record and electronically file minutes of proceedings. Maintain appropriate statistical reports of proceedings.
- Serve as liaison between the Judge's Chambers and the Clerk's Office, other government agencies, the bar and the public in both criminal and civil matters.
- Schedule court reporters and interpreters as necessary. Inform the jury clerk of upcoming trials and needs for jurors.
- Prepare and docket notices, orders, judgments, and minutes consistent with court policies and procedures and as directed by the judge, utilizing electronic systems.
- Review filings for accuracy, ensuring that all orders appear on the docket.

- Prepare and process required statistical reports. Timely prepare and fulfill all reporting requirements for the judge, including but not limited to, Non-Case Related Travel Report, Financial Disclosure Report, and Privately-Funded Education Programs Report.
- Perform administrative duties, including using computer applications to prepare documents, reports and correspondence. Assist in the review of documents for completeness and accuracy, ensure the judge has all necessary materials and is timely for meetings/appointments/conference calls, and other related duties.
- Receive, screen, and refer or answer inquiries received via telephone, email or in person to appropriate personnel, professionally representing the chambers as the first contact with the public. Respond to basic questions related to the status and scheduling of cases.
- Arrange and manage the judge's appointment schedule by planning, scheduling, confirming details, and coordinating meetings, conferences, teleconferences, and travel. Continuously update and coordinate schedule with the judge and appropriate persons.
- Facilitate management of the judge's emails and other communications. Keep the judge informed of significant and important items requiring review or action, and call attention to deadlines.
- Compose, prepare, and send written and/or electronic correspondence for the judge.
- Gather information, obtain documents, background information, and other dates for administrative and judicial reports, meetings, conferences, presentations, and other uses.
- Schedule and coordinate projects.
- Provide support to the judge for committee work and assist the judge in preparation of presentation materials.
- Arrange transportation and travel accommodations for the judge, ensure appropriate travel authorization is secured, and prepare travel vouchers. Register the judge for attendance at various conferences and events. Schedule presentations for the judge, organize and coordinate receptions with court personnel. Responsible for ensuring travel and reimbursement expenses are in accordance with the court's travel policies and regulations.
- Initiate and maintain extensive files and records (electronic and paper) for case filings, correspondence, committee work, publications, reports, data forms and other documents.
- Distribute information to law clerks or other personnel as directed by the judge. Oversee the extern and law clerk hiring process for review by the judge. Prepare paperwork for all incoming and outgoing externs and law clerks for submission to Human Resources. Provide orientation to law clerks and judicial externs regarding policies and procedures; monitor and manage law clerk benefit time usage.
- Serve as an office manager for chambers, overseeing daily operations.

REQUIRED QUALIFICATIONS: To be considered for this position at:

- CL-25, One year of specialized experience equivalent to CL-24.
- CL-26, One year of specialized experience equivalent to CL-25.
- CL 27, Two years of specialized experience equivalent to CL-26.

The successful applicant must have excellent communication, research, writing and interpersonal skills with the ability to work with others and have the ability to learn new technologies. The incumbent must be able to multitask, be highly self-motivated and proactive. The ability to maintain confidentiality is essential.

GENERAL EXPERIENCE: 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.

EDUCATIONAL SUBSTITUTION: 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 one year of general experience. Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

SPECIALIZED EXPERIENCE: In addition to required qualifications, 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. 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 human resources/payroll operations.

PREFERRED EXPERIENCE: The successful candidate will have knowledge of legal terminology and processes, experience in the federal judicial system and/or with electronic case filing systems and prior courtroom experience and knowledge of courtroom procedures.

Experience in using Electronic Case Filing (CM/ECF), Adobe Acrobat, Microsoft Word, Microsoft Excel, Lotus Notes; Paralegal knowledge. Extensive experience in and working with criminal and civil case management. Skill in using automated case management systems.

Benefits:

The United States District Court offers a generous benefits package to full-time permanent employees which include:

10 Paid Federal Holidays	Long-Term Care Insurance (optional)
13 Days Paid Vacation (per year for the first three years)	Public Transit Subsidy Program (optional)
20 Days Paid Vacation (after three years)	Credit Union Participation (optional)
26 Days Paid Vacation (after fifteen years)	Life Insurance (optional)
13 Days Paid Sick Leave	Medical, Dental, and Vision Coverage
Thrift Savings Plan with matching funds (401k & Roth 401k style) (optional)	
Participation in Federal Employees Retirement System (FERS-FRAE)	
Health, Dependent & Commuter Reimbursement Programs (optional)	

Conditions of Employment:

Applicants must be U.S. citizens or permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Positions in the Federal Judiciary are excepted service appointments, are considered “at will” and can be terminated with or without cause.

The applicant selected will be subject to an FBI background check and continued employment contingent upon favorable suitability determination. A negative finding from the background check may result in termination of employment.

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

Qualified applicants should submit one complete applicant packet which includes: a letter of interest, a current/detailed resume, and a completed Application for Judicial Branch Federal Employment (form AO 78, available on the court website).

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Human Resources Manager
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Please do not cut and paste your resume into your email.

If you fail to provide these documents, your application package may be considered incomplete and may not be considered any further.

Travel and relocation expenses will not be reimbursed.

The District reserves the right to amend or withdraw any announcement without written notice to applicants. The District reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

The United States District Court for the Southern District of Ohio is an Equal Opportunity Employer and Values Diversity in the workplace.