



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

VACANCY ANNOUNCEMENT

June 1, 2022

Vacancy Announcement Number 22-06

Courtroom Deputy

Duty Station – Dayton Courthouse – 200 West Second Street – one vacancy

Salary: CL 25 – 27 (\$45,172 - \$88,848)

Promotion potential without further advertisement for CL 26 and CL 27

**Open until filled with first preference given to complete applicant packets received by:
Wednesday, June 15, 2022, at 11:59 p.m.**

Qualified applicants must submit an applicant packet which includes: a letter of interest, a current/detailed resume, and an Application for Judicial Branch Federal Employment - [Form AO 78](#) (12/21), available on the court website.

The Courtroom Deputy performs general calendaring, courtroom work and support for United States District Judge Michael J. Newman. 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. The anticipated hire date is Monday, August 29, 2022.

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-seven 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.
- Addition duties as assigned by judge: answer telephones, facilitate telephone conferences, direct parties and counsel as appropriate, maintain chamber's calendar, maintain chamber's supplies, schedule chamber's repairs, prepare/file reports for judge.

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.

Juris Doctor or Executive Assistant experience preferred.

Benefits:

Please review the extensive federal benefits on the United States Courts website: <https://www.uscourts.gov/careers/benefits>

Conditions of Employment:

A commitment to public service is essential. Visit the U.S. Courts website for citizenship requirements www.uscourts.gov.

Positions with the United States Courts are considered “at will” and are not subject to the employment regulations of competitive service. 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. Employees are subject to the [Judicial Code of Conduct for Judicial Employees](#).

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.

How to apply:

Qualified applicants should upload their documents using our HR Employment Application System located at:

[HR Employment Application System](#)

Note: This system will not let you continue without uploading all documents.

If you fail to provide these documents, your application package will be considered incomplete and will 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.

In the event a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk of Court may elect to select the next top-rated candidate from those who applied for the initial announcement without re-posting the position. This job announcement may involve filling more than one position described herein.

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