



UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND

POSITION: Courtroom Deputy Clerk
SALARY: CL 26 (\$46,402- \$75,395)
DUTY STATION: Baltimore, Maryland (with travel to divisional offices as needed)

OPENING DATE: March 4, 2015
CLOSING DATE: March 18, 2015*

This vacancy announcement is only open to current or former federal judicial employees from either the appellate, district, bankruptcy, probation/pre-trial units, federal public defender or U.S. Attorney's Office.

The Clerk of the United States District Court for the District of Maryland is seeking qualified applicants for the position of Courtroom Deputy Clerk. The incumbent acts as courtroom deputy and provides courtroom and other assistance to District and Magistrate Judges. Additionally, the incumbent is responsible for recording court proceedings and making entries in the electronic docketing system. This position calls for diplomacy and sensitivity in dealing with judges, attorneys, other government agencies, and the general public.

Duties include, but are not limited to, the following:

- Review information relating to pending cases to ensure that all materials are available for use by the court and counsel.
- Attend court proceedings and assist with the orderly flow of same by setting up the courtroom, assuring presence of necessary participants, making a verbatim record on recording equipment, maintaining a detailed log of recorded proceedings, swearing in witnesses, managing exhibits, taking notes of proceedings and rulings, and preparing minute entries.
- Responds to a high volume and a variety of inquires; furnishes information with regards to petty offense and misdemeanor matters, either in person or by telephone.
- Act as liaison among the clerk's office, the bar, jurors, and the bench to ensure that cases proceed smoothly and efficiently.
- Makes summary entries of document and proceedings in the electronic docketing system; prepare and transmit notices, judgments and orders; open and close cases.
- Open cases, assigns cases, and prepares case files. Receives routes and files documents; makes summary docket entries of traffic citations and related documents in multiple databases.
- Prepare, complete, and transmit dockets related to traffic and petty offense cases.
- Prepare judgments for the judicial officer's approval.
- Furnish general information to the general public and members of the bar.

Qualifications and Requirements:

- Ability to work independently with minimal supervision and to function effectively as part of a team.
- Excellent computer, communication, interpersonal, and organizational skills; excellent customer service skills.
- Ability to manage multiple tasks and priorities and adhere to strict deadlines; accuracy and attention to detail required.
- High school graduate or equivalent required; legal and/or court experience and college education, preferred.
- Requires two years general and three years specialized experience, i.e. progressively responsible experience requiring regular and recurring application of clerical procedures, use of specialized terminology, and demonstrated ability to apply a body of rules and regulations.

How to Apply: Submit resume, with cover letter and current salary by email to: jobs@mdd.uscourts.gov

***To ensure consideration, all information (resume, cover letter and current salary) must be received at the above email address on or before 5:00 p.m. on March 18, 2015.**

- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice. Applications submitted for this position may be considered for similar positions that may occur within 90 days from date position is filled.
- Due to the volume of applications received, the court will only communicate with those individuals invited for an interview.
- Applicants must be U. S. citizens or eligible to work in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment. Positions in the United States Courts are excepted appointments, are not under the Civil Service System and are "at will" employees.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.