



# UNITED STATES DISTRICT COURT District of New Mexico

Honorable William P. Johnson, Chief Judge  
Mitchell R. Elfers, Clerk of Court (Acting)

Office of the Clerk

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Telephone: 505-348-2000

## NOTICE OF JOB OPPORTUNITY

Vacancy Announcement #: 18-DNM/OPS-2

<b>ANNOUNCEMENT DATE:</b>	December 3, 2018
<b>CLOSING DATE:</b>	December 14, 2018
<b>POSITION:</b>	Courtroom Deputy
<b>STARTING LEVEL/SALARY:</b>	CL 26/Step 1 to CL 27/Step 61 Target Grade CL 27 \$44,712 to \$79,886 Annual (Depending on Qualifications)
<b>LOCATION:</b>	Santa Fe, New Mexico * <i>* Primary duty station is currently Santa Fe; this may be subject to change due to the needs of the court</i>

### POSITION OVERVIEW

This position is located in the Clerk's Office for the United States District Court, District of New Mexico, and reports to a Case Management Supervisor. A Courtroom Deputy provides support to a judge and manages the judge's caseload, providing courtroom and other assistance through the management of court calendars, attending court proceedings, recording pertinent results for minutes and drafting judgments.

Position may require occasional travel to divisional offices.

### REPRESENTATIVE DUTIES AND RESPONSIBILITIES

#### CASE MANAGEMENT

- ◆ Maintain accurate control of records for all civil and criminal cases and case-related actions.
- ◆ Maintain various record keeping and tickler systems for timely filing and submission of pleadings, from filing to disposition, of all cases. Monitor daily docket, electronic mailbox, and postal mail for all pleadings filed in all civil and criminal cases, and initiate immediate action. Ensure pleadings conform with the federal and local rules and notify parties of noncompliance.

- ◆ Electronically file all pleadings timely and accurately into the Case Management/ Electronic Case Filing (CM/ECF) system. Review and monitor speedy trial to ensure compliance. Gather and prepare case files for all hearings and creates status reports on each file for the judge, and communicate status as needed. Reconcile monthly reports of case activity for the court, and report to the appropriate agency.
- ◆ Act as a liaison between the judge, the Clerk's Office, and other court agencies. Work closely with the Magistrate Judge Section to ensure timely and expeditious setting of pretrial deadlines. Provide basic information to the public, the bar, and the court.

### **CALENDARING**

- ◆ Maintain an efficient system to ensure identification of cases required to be set on the calendar. Schedule hearings, trials, status conferences, pre-trial conferences, and other court proceedings to maximize efficient usage of court time. Ensure compliance with rules and orders.
- ◆ Coordinate with other court units to ensure appropriate use and availability of resources.
- ◆ Generate and maintain court calendars for all participants. Calendar hearings in the case management system and ensure all participants receive proper notice.

### **IN-COURT DUTIES**

- ◆ Manage court sessions by ensuring all necessary equipment is set up and operational and the courtroom is prepared for proceedings.
- ◆ Open court, call the court calendar, and note appearance of case participants. Administer oaths and maintains exhibits. Troubleshoot equipment failures and assist court participants with equipment usage.
- ◆ Record any action taken by the judge during in-court proceedings, including operation of the electronic recording equipment.
- ◆ Manage all in-court documents and ensure they are processed appropriately.

### **JURY DUTIES**

- ◆ Administer voir dire oath, assist in impaneling jury, and swear in jury panel. Ensure the judge is supplied with appropriate juror documentation necessary for jury selection. Maintain attendance and subsistence records for jurors. Handle all requests and problem matters from jurors. Procure refreshments and meals for jurors. Keep jurors apprised of changes to trial status.

### **MISCELLANEOUS**

- ◆ Perform the above duties, as needed, in support of courtroom deputies who are on leave or for judges visiting from outside the District of New Mexico.
- ◆ Perform other duties as assigned.

## **MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS**

To qualify for a CL 26, must have one year of specialized experience equivalent to work at a CL 25. To qualify for a CL 27, must have two years of specialized experience, including at least one year equivalent to work at a CL 26.

### **Specialized Experience**

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 offices, banking firms, educational institutions, etc.

### **Educational Substitution**

Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

### **COURT OPERATIONS**

- ◆ Knowledge of federal and local rules and procedures regarding criminal and civil matters.
- ◆ Good knowledge and understanding of the policies and procedures of the court, including the individual preferences of a judge. Good knowledge of and experience with processes in the Clerk's Office, and how they relate to the courtroom deputy position.
- ◆ Ability to analyze large quantities of information and compile usable data for the judge.
- ◆ May be required to manage the calendar of a judicial officer when another courtroom deputy is absent. Ability to assist with case management functions during a long-term absence, or when a courtroom deputy needs assistance with monitoring case progress and approaching deadlines and preparing routine notices. Ability to step into court and manage the calendar while following the judge's preferences.
- ◆ Ability to be flexible and adaptable in interaction with others. Ability to maintain confidentiality and impartiality. Skill in administrative matters such as file maintenance, record keeping, and reporting.
- ◆ Ability to take notes and summarize material for minute entries/judgments in a distracting setting.

### **JUDGMENT AND ETHICS**

- ◆ Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

## **WRITTEN AND ORAL COMMUNICATION**

- ◆ Good skill in communicating and working with judges, counsel, and others in scheduling events and managing courtroom logistics. Ability to communicate effectively (orally and in writing) to individuals and groups to provide information. Ability to communicate with parties and answer procedural questions without providing legal advice. Excellent customer service skills.

## **INFORMATION TECHNOLOGY AND AUTOMATION**

- ◆ Incumbent must have strong skills in working with audio equipment, evidence display equipment, and sound recording equipment, including the ability to properly locate microphones within the courtroom to pick up voices needed for a complete record. Skill in the use of automated equipment including word processing applications, requisite court computer programs, case management systems.

## **CONDITIONS OF EMPLOYMENT**

- ◆ Employees must be United States Citizens or eligible to work in the United States.
- ◆ Employees of the United States District Court are Excepted Service appointments; Excepted Service appointments are “at will” and can be terminated with or without cause by the court.
- ◆ Employees are required to adhere to a Code of Ethics and Conduct.
- ◆ Selectees are subject to an FBI fingerprint check or investigation and may be subject to periodic updates. An individual may be hired provisionally pending successful completion of the necessary records checks.
- ◆ Travel expenses for an interview will not be reimbursed.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ This position is subject to EFT (direct deposit of salary earnings).

## **BENEFITS**

A generous benefits package is available to full-time excepted employees, including

- ◆ A minimum of 10 paid holidays
- ◆ Paid annual leave in the amount of 13 – 26 days per year, depending on length of service
- ◆ Paid sick leave in the amount of 13 days per year
- ◆ Optional participation in Federal Employees Health Benefits plans, including dental and vision insurance; Federal Employees Group Life Insurance; Flexible Benefits Program; Long-Term Care Insurance
- ◆ Retirement benefits (FERS)
- ◆ Thrift Savings Plan (TSP)
- ◆ Credit for prior government service

## **APPLICATION INFORMATION**

Qualified applicants must submit a **cover letter, résumé with three references** and an **AO-78 \*** (*Federal Judicial Branch Application for Employment*) by email to [usdcjobs@nmcourt.fed.us](mailto:usdcjobs@nmcourt.fed.us).

\*The AO-78 can be downloaded at <http://www.nmd.uscourts.gov/employment>.

PLEASE INCLUDE "COURTROOM DEPUTY" IN THE SUBJECT LINE

Applications **must** be submitted in ONE PDF document.

Applications must be received by the deadline. Illegible or incomplete applications may result in loss of consideration for the position. Zip files will not be accepted. Documents that cannot be downloaded by the court cannot be considered.

*Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted and must travel at their own expense. Interviews may be conducted by videoconference for Judiciary employees located at other division offices or in other districts. The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may select a candidate from the original qualified applicant pool.*

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