



UNITED STATES DISTRICT COURT District of New Mexico

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

Office of the Clerk

333 Lomas Blvd. NW, Suite 270, Albuquerque, NM 87102

Telephone: 505-348-2000

NOTICE OF JOB OPPORTUNITY

Vacancy Announcement #: 24-ABQ/OPS-1

ANNOUNCEMENT DATE: December 3, 2024

CLOSING DATE: Open Until Filled
Preference given to applications received by December 16, 2024

POSITION: Courtroom Deputy

STARTING LEVEL/SALARY: CL 27/Step 1 to CL 27/Step 61
\$58,641 to \$95,331 Annual
Depending on Qualifications

LOCATION: Albuquerque, New Mexico

POSITION OVERVIEW

This position is located in the Albuquerque Clerk's Office and reports to a Case Management Supervisor. Incumbent will be assigned to the chambers of the Honorable James O. Browning. The Courtroom Deputy provides support to the judge and manages the judge's caseload, attends and provides assistance during court proceedings, records pertinent results for minutes, drafts judgments and manages court calendars. Position may require travel to divisional offices.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

CASE MANAGEMENT

- ◆ Manage Article III Judge's civil and criminal caseload by calendaring and regulating the movement of cases; monitor filing of pertinent documents and docket activity to ensure timely responses and compliance with judicial orders; set dates and times for all hearings/settings.
- ◆ Inform judge and staff of case progress; electronically file documents issued by judge or on his behalf.
- ◆ Prepare and maintain docket and motions reports by monitoring electronic mailbox; reconcile monthly reports of case activity with reports maintained in chambers.
- ◆ Act as liaison between the Clerk's Office, the Bar and Judge to ensure cases proceed

smoothly and efficiently; serve as primary source of information on scheduling conferences, hearings, trials, and other processes as required. Work closely with the Magistrate Judge section to ensure timely and expeditious setting of pretrial deadlines.

- ◆ Screen pleadings for judicial review, ensuring unopposed motions are brought to the judge's immediate attention. Gather and prepare case files and materials for all hearings and prepare status report on each file for the judge. Ensure compliance with CJRA, Speedy Trial Act and other AO-mandated reporting requirements by maintaining proper case management statistics.

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 maintain exhibits. Troubleshoot equipment failures and assist court participants with equipment usage.
- ◆ Record any action taken by the judge during in-court proceedings.
- ◆ Manage all in-court documentation and ensure 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

- ◆ May 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 27, must have two years of specialized experience.

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.

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

- ◆ Good knowledge and understanding of the policies and procedures of the court, including the individual preferences of a judge.
- ◆ Good knowledge of processes in the Clerk's Office, and how they relate to the courtroom deputy position.
- ◆ Ability to take notes and summarize material for minute entries/judgments in a distracting setting.
- ◆ Knowledge of federal and local rules and procedures regarding criminal and civil matters.
- ◆ Ability to assist with case management functions during another courtroom deputy's long-term absence, or as needed. 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. Skill in administrative matters such as file maintenance, record keeping, and reporting.
- ◆ Ability to consistently demonstrate sound ethics and judgment and maintain court confidentiality requirements.
- ◆ 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 and jury orientation. Ability to communicate with parties and answer procedural questions without providing legal advice. Excellent customer service skills.
- ◆ 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. Highly skilled in the use of Microsoft Office applications, case management systems and requisite court computer programs.

PREFERRED QUALIFICATIONS

- ◆ Proficiency with the functionality of CM/ECF, scanning and uploading PDF documents, email and web browsers.
- ◆ Excellent organizational, analytical, oral, and written communication skills, including the use of proper grammar, spelling, and punctuation.
- ◆ Self-starter, highly organized, possess good tact and judgment, maintain professional appearance and demeanor.
- ◆ Experience in a fast-paced and demanding environment dealing with diverse legal issues. Courtroom experience in the same or a similar position a plus.
- ◆ Solid understanding of the functions and mechanics of the various Operational positions and their associated tasks.
- ◆ Experience with coordinating, supervising, delegating and prioritizing the flow of work in a team-based environment.

CONDITIONS OF EMPLOYMENT

- ◆ Employees must be United States citizens or eligible to work for the United States government.
- ◆ 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. Employees are subject to strict confidentiality requirements.
- ◆ 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.
- ◆ 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, including

- ◆ A minimum of 11 paid holidays
- ◆ Paid annual leave, 13 – 26 days per year, depending on length of service
- ◆ Paid sick leave, 13 days per year
- ◆ Paid parental leave, up to 12 weeks
- ◆ Optional participation in Federal Employees Health Benefits plans, including dental and vision insurance; flexible spending accounts; life insurance
- ◆ Retirement benefits, including the Thrift Savings Plan (TSP)

- ◆ Potential for occasional telework, flexible work schedule
- ◆ 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@nmd.uscourts.gov.

PLEASE INCLUDE “COURTROOM DEPUTY – ALBUQUERQUE” IN THE SUBJECT LINE

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

Applications **must** be submitted as **ONE PDF** attachment.

Illegible or incomplete applications may result in loss of consideration for the position. ZIP files and links to file sharing services (DropBox, OneDrive, etc.) will not be accepted. PDF size is limited to 10 MB. 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. Initial interviews may be conducted remotely via videoconference; travel for any in-person interviews will be at applicant’s expense. 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



TOTAL COMPENSATION STATEMENT

*** SAMPLE FOR ILLUSTRATION PURPOSES ONLY ***

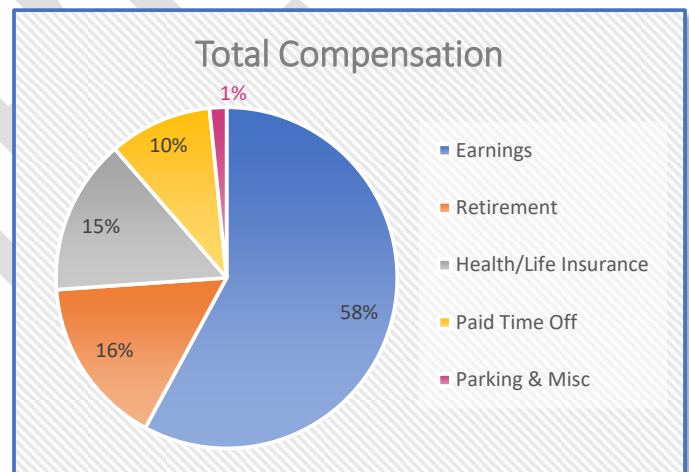
POSITION: Courtroom Deputy, Full-time
LOCATION: Albuquerque, NM
STARTING LEVEL: CL 27/25
SALARY: \$73,317 per Annum

The Federal Judiciary provides a generous benefit package which, in addition to salary, is an important component of total compensation. This total compensation statement illustrates the value of the Federal Judiciary benefits. Please be advised that the information is tailored to this position as above, however some of the individual benefit values may vary based on your benefit choices.

| | |
|-----------------------|-----------------|
| Annual Salary | \$73,317 |
| Average Cash Award | 240 |
| TOTAL EARNINGS | \$73,557 |

| | |
|--------------------------|----------|
| Retirement Benefits | \$20,309 |
| Health/Life Insurance | 18,717 |
| Paid Time Off | 12,407 |
| Parking & Misc. Benefits | 2,040 |

TOTAL EMPLOYER CONTRIBUTIONS \$53,473
Employer contributions represent 42.1 % of total compensation



TOTAL COMPENSATION \$127,030

EMPLOYER CONTRIBUTIONS

Retirement Benefits

- | | |
|--|---|
| ❖ Retirement - Basic Benefit (FERS) | 16.5-18.4% of basic pay for FY24, varies by type of FERS employee (FERS, FERS RAE or FERS FRAE) |
| ❖ Thrift Savings Plan - Automatic Contribution | 1% of Basic Pay for FERS employees |
| ❖ Thrift Savings Plan - Employee Matching | Up to an additional 4% of Basic Pay <i>Judiciary matches dollar for dollar for the first 3%, then 50 cents for every dollar contributed after that, up to 5%</i> |
| ❖ Social Security | 6.2% of earnings up to SS Wage Base |

Health /Life Insurance

- ❖ Health Insurance – FEHB Approximately 72% of FEHB Premium
- ❖ Life Insurance - FEGLI BASIC option \$.075 per every \$1,000 of insurance

Paid Time Off

- ❖ Sick Leave 4 hours per pay period = 104 hours per year
- ❖ Annual Leave 4 – 8 hours per pay period based on length of service
 - 0-3 years = 104 hours/year*
 - 3-15 years = 160 hours/year*
 - 15+ years = 208 hours/year*
- ❖ Paid Holidays 11 federal holidays

Parking / Miscellaneous Benefits

- ❖ Paid, Secure Onsite Parking
- ❖ Onsite Gym
- ❖ Employee Assistance Program (EAP)
- ❖ Federal Occupational Health (FOH) Health Units, Albuquerque, Las Cruces
- ❖ Work-Life Program

ADDITIONAL BENEFITS

- ❖ Dental Insurance, *premiums paid on a pre-tax basis*
- ❖ Vision Insurance, *premiums paid on a pre-tax basis*
- ❖ Flexible Spending Accounts, *contributions paid on a pre-tax basis*
- ❖ Workplace flexibilities: *Telework, flexible work schedules*
- ❖ Paid Parental Leave, *12 weeks*
- ❖ Tuition Reimbursement
- ❖ Mass Transit Reimbursement
- ❖ Employee Recognition Program
- ❖ Professional Education and Training
- ❖ Benefit and Retirement counseling and training