

****CAREER OPPORTUNITY****



**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF OKLAHOMA
An Equal Opportunity Employer**

www.okwd.uscourts.gov

Position Title: Courtroom Deputy (Full-time permanent)
Position Number: 24-13
Location: Oklahoma City
Closing Date: September 23, 2024
Salary Range: CL-26 to CL-27 (\$52,831 - \$94,338)
Starting salary commensurate with qualifications and work experience.

POSITION OVERVIEW: The Courtroom Deputy is an employee of the Court Clerk's office assigned to District Judge Patrick R. Wyrick to manage the caseload and court docket, perform courtroom duties, and process court-related documents.

REPRESENTATIVE DUTIES: The representative duties of the position include:

- Scheduling hearings, trials and conferences.
- Attending court sessions and conferences.
- Facilitating the orderly flow of proceedings including, preparing the courtroom, assuring the presence of all necessary participants, and managing witnesses and exhibits. Taking notes of proceedings and rulings and preparing and docketing minute entries and other documents in the Case Management/Electronic Case Filing (CM/ECF) system.
- Drafting orders and judgments for the judge's approval. Docketing orders, pleadings and judgments pursuant to local court rules and policies, utilizing applicable automated systems.
- Managing civil and criminal caseloads for the judge and the law clerks.
- Coordinating with Clerk's Office staff for scheduling interpreters.
- Coordinating with the court reporters to ensure the presence of a reporter as needed, answering questions from parties and the public regarding obtaining transcripts.
- Referring defendants and their families to the probation office as appropriate.
- Informing the jury team of upcoming jury trials. Assisting the judge and parties in jury selection and maintaining records of jury selection and attendance. Maintaining contact with counsel during deliberations.
- Acting as liaison between the Clerk's Office, the bar, the public, and the judge to ensure that cases proceed efficiently.
- Responding to requests regarding operations and answer procedural questions for judges, staff, and the public.
- Providing customer service and resolving issues while complying with regulations, rules, and procedures.
- Abiding by the Code of Conduct for Judicial Employees and court confidentiality requirements and handling sensitive information appropriately.
- Demonstrating sound ethical behavior and good judgment.
- Performing other related duties or special projects, as assigned.

Duties may require working during nonbusiness hours.

MINIMUM QUALIFICATIONS: Applicants must be a United States citizen, subject to the exceptions enumerated at <https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>. The successful applicant must be a high school graduate or equivalent and

must have a minimum of two years specialized experience. Specialized experience is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and a demonstrated ability to apply a body of rules, regulations, directives, or laws.

PREFERRED QUALIFICATIONS: Two or more years of courtroom experience in a state or federal court system; experience in the federal judicial system and/or with the electronic case filing system (CM/ECF); experience with current versions of Microsoft Outlook and Microsoft Word; and knowledge of legal terminology, processes, and courtroom procedures. A four-year degree from an accredited college or university is highly desirable. Legal experience is preferred.

DESIRABLE CHARACTERISTICS: Successful candidates must be able to maintain a professional demeanor, work harmoniously with others, and be responsive, courteous, and polite. Successful candidates must be flexible, conscientious about detail and accuracy, and must be able to balance the demands of varying workload responsibilities and deadlines.

BENEFITS: Employees of the U.S. District Court are eligible to participate in the Federal Employees Retirement System, the Thrift Savings Plan, and health, dental, vision, life and long-term care insurance programs. Employees are entitled to paid leave, periodic grade and step increases, and 11 paid holidays. All employees are subject to mandatory electronic direct deposit of salary payment.

ADDITIONAL INFORMATION: The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either of which may occur without prior written or other notice. In the event a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Court may elect to select a candidate from the applicants who responded to this original announcement without re-posting the position.

The selected candidate will be hired provisionally pending the results of fingerprinting and a thorough background investigation to determine employment suitability. Background investigations are renewed every five years. Candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. **Applicants completing the AO-78 are not required to complete questions 18-20 regarding criminal history.** Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application material may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

Employees are subject to The Code of Conduct for Judicial Employees. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. Judicial employees serve at-will and therefore the selected candidate may be removed from this position at any time.

APPLICATION INSTRUCTIONS: Please email a letter of interest, resume, and completed application form as a single .pdf document to hr@okwd.uscourts.gov. The employment application is located at www.okwd.uscourts.gov. Please include the name of the applicant and the vacancy number in the subject line of the email.

Vacancy No. 24-13
Joan Kane, Court Clerk
U. S. District Court, Western District of Oklahoma
William J. Holloway, Jr. U.S. Courthouse
200 NW 4th Street, Rm 1210
Oklahoma City, OK 73102