

**United States District Court
Western District of Missouri
Vacancy Announcement #DC020917**



Position Title: Courtroom Deputy to Magistrate Judge
Salary Range: CL-26: \$44,042 - \$71,576
CL -27: \$48,392 - \$78,630
(Based on experience)
Position Location: Kansas City, MO
Open Date: February 9, 2017
Closing Date: February 24, 2017

Position is open to current Federal Judiciary Employees only

The United States Court for the Western District of Missouri is currently accepting applications for a **Courtroom Deputy** to assist a U.S. Magistrate Judge. The Courtroom Deputy ("CRD") acts as liaison between the Clerk's Office, members of the bar and chambers to ensure that cases proceed smoothly and efficiently. The CRD performs a wide range of duties including electronically recording court proceedings and handling scheduling and docketing matters. The individual holding this position works closely with the Judge, the Law Clerks, the Judicial Assistant and the Case Processors and reports to the CRD Team Leader.

Primary Duties:

The CRD will perform the following duties as well as others as assigned by the Team Leader or the Divisional/Operations Manager or as requested by the Judge:

- Attends and electronically records court proceedings. Enters all orders, minutes, notices and proceedings on the docket. Transmits notices, judgments and orders to appropriate parties.
- Manages the judge's caseload by calendaring and regulating case movement; monitoring filing of pertinent documents and timely responses to judicial orders; and setting dates and times for hearing, trials and conferences.
- Assists with the docketing of cases as necessary, and keeps the Judge and chambers staff informed of case progress.
- Reviews information relating to pending cases to ensure that all records and reference materials are available for use by the judge and counsel.
- Assists with preparation for and the orderly flow of court proceedings by setting up the courtroom and arranging for any necessary equipment, assuring presence of all necessary participants and managing exhibits.
- Drafts judgments, orders and J&Cs for the Judge's approval.
- Prepares CJRA and all required divisional reports.

- Serves as the primary source of information on scheduling conferences, hearings, trials, and other case processes and is responsible for maintaining accurate and timely communications on case status between chambers and the Clerk's Office.

Qualifications

The successful candidate must have the following:

- Excellent interpersonal skills and the ability to communicate both verbally and in writing and to maintain confidentiality.
- Good judgment and the ability to organize work to meet deadlines and complete multiple tasks in a timely manner.
- The ability to work independently but also to work as a team player in support of the Court's overall mission.
- Knowledge and understanding of the policies and procedures of the Court, including the practices and preferences of individual judges.
- Knowledge of or experience with Clerk's Office procedures relating to case management and processing.
- Skill in communicating and working with judges, chambers staff and attorneys during the process of scheduling events and managing courtroom logistics.
- Ability to take notes and summarize material for minute entries/judgments in a distracting setting.
- Knowledge of and skill in the use of applicable automated systems, including electronic recording, CM/ECF and Microsoft Office applications.
- Knowledge of federal and local rules. Knowledge of legal terminology and legal documents.
- A Bachelor's degree is preferred but not required.

Application Procedures

Qualified persons should submit:

- Cover letter;
- Current résumé;
- Completed AO-78 Application for Judicial Branch Federal Employment (<http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>); and
- Contact information for three professional references

Application materials should be submitted by mail or e-mail to the following address:

Michele Nelson, WDMO
Charles Evans Whittaker Courthouse
400 East 9th Street, Room 1510
Kansas City, MO 64106
Email: Michele_Nelson@mow.uscourts.gov