



United States District Court Western District of Missouri

Position Title: Relief Magistrate CRD
Location: Kansas City, MO
Vacancy #: DK030325CRD
Salary Range: CL 27 (\$60,098 - \$97,716)
Opening Date: March 3, 2025
Closing Date: Open until filled

Overview:

The United States Court for the Western District of Missouri is currently accepting applications for a **Relief Magistrate Courtroom Deputy**. The Relief Courtroom Deputy (“Relief CRD”) will assist the U.S. Magistrate Judges and their assigned Courtroom Deputies. The Relief CRD performs a wide range of functions including electronic court recording duties, managing the judge’s caseload, attending and documenting court proceedings as well as scheduling and docketing. This job entails a high level of knowledge and complexity regarding court and courtroom operations, including calendar responsibilities. The individual holding this position works closely with judges, Law Clerks, Case Processors and will report to the CRD Team Leader.

Primary Duties:

The Relief CRD will perform the following duties as well as others as assigned by the Team Leader, the Operations Manager or as requested by judges:

- Draw new case numbers, coordinate duty docket, coverage of court appearances for duty docket, coverage of petty offense docket, as well as court and desk coverage for the primary magistrate CRD when the primary is on leave.
- Coordinates appearances of custodial parties; and schedules, attends and electronically records court proceedings. Enters orders, minutes, notices and proceedings on the docket. Transmits notices, judgments and orders to appropriate parties.
- Manages the judges’ caseload by calendaring and regulating case movement; monitoring filing of pertinent documents and timely responses to judicial orders; scheduling hearings, trials and conferences.
- Assists with the docketing of cases and keeps the judges and chambers staff informed of case progress.
- Reviews information related to pending cases to ensure that all records and reference materials are available for use by the judges and counsel.
- Assists with preparation for and the orderly flow of court proceedings by setting up the courtroom, troubleshooting the evidence presentation system, arranging for any necessary equipment, assuring presence of all necessary participants and managing exhibits.
- Schedules interpreters and processes transcripts.
- Drafts judgments, orders and J&Cs for judicial approval.
- Assists in the accurate statistical reporting requirements of the Administrative Office.
- 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.
- The Relief CRD provides telephone coverage, clerical duties and Clerk’s Office coverage as instructed by the CRD Team Leader.

- Regular and reliable attendance is required.

Qualifications

The successful candidate must have the following:

- Skill in communicating and working with judges, chambers staff and attorneys during the process of scheduling events and managing courtroom logistics.
- Thorough knowledge of and skill in the use of applicable automated systems, including FTR Gold, NextGen CM/ECF, Outlook, and Office 365 applications.
- Ability to maintain confidentiality, handle sensitive information and exercise discretion at all times.
- 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 related to case management and processing.
- Excellent interpersonal skills and the ability to apply strong communication skills (oral and written).
- Ability to create electronic notes and summarize material for minute entries/judgments.
- Experience in applying recurring procedures and using specialized terminology that demonstrates the ability to apply a body of rules, regulations, directives, or laws and has sound ethics and judgment.
- Knowledge of federal and local rules.
- The ability to work independently but also to interact effectively and appropriately with others as a team in support of the Court's overall mission.
- Ability to multi-task.
- Demonstrated skill in providing excellent customer service.
- Demonstrated ability to exhibit qualities of judgment, temperament, integrity, trustworthiness and strong character required as an officer of the judiciary.
- It is preferred that candidates have three years of progressively responsible court experience.

Conditions of Employment

Selectee must pass a background check and be a United States citizen or meet Appropriations Act citizenship requirements for federal employment. (For non-U.S. citizens, please visit:

https://help.usajobs.gov/index.php/Employment_of_Non-citizens

Court employees must adhere to all Judicial Conference regulations, must follow the policies outlined in the Guide to Judicial Policy, and are bound by the ethical standards established by the Chief Judge and the Code of Conduct for Judicial Employees. The United States District and Bankruptcy Courts and Probation and Pretrial Services Office are part of the federal judiciary.

Benefits

The following benefits are available for this position:

- 11 Paid Holidays each calendar year
- Annual and Sick Leave
- Insurance Plans: Health, Dental, Vision, Life, Long-Term Care, Long-Term Disability and Flexible Spending Accounts
- Thrift Savings Plan (401k) (with up to 5% employer matching contributions)

Application Procedures

Qualified applicants **must submit all the following documents** or they will not be considered:

- A cover letter;
- Your detailed resume;
- Completed AO-78 Application for Judicial Branch Federal Employment ([Application for Judicial Branch Federal Employment](#)); and
- Contact information for three professional references

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

Michele Nelson, WDMO
Email: Michele_Nelson@mow.uscourts.gov