

**United States District Court
Western District of Missouri
Vacancy Announcement #DC10072020A**



Position Title: Relief Courtroom Deputy
External Posting: Open to the public
Salary Range: CL-26: (\$47,075 - \$76,521)
Position Location: Kansas City, MO
Open Date: October 7, 2020
Closing Date: October 23, 2020 @ noon

The United States District Court for the Western District of Missouri is currently accepting applications for a **Relief Courtroom Deputy** to assist the U.S. District Judges and U.S. Magistrate Judges when their regularly assigned Courtroom Deputy is unavailable. The Relief Courtroom Deputy will act as a substitute Courtroom Deputy to ensure that cases proceed smoothly and efficiently. The Relief Courtroom Deputy will perform a wide range of duties including managing the Judge's caseload, processing orders and handling scheduling matters. The individual holding this position works closely with the assigned Courtroom Deputy, the Judge, the Law Clerks, the Judicial Assistant and the Case Processors. The Relief Courtroom Deputy will report to the Courtroom Deputy Team Leader.

Primary Duties:

The Relief Courtroom Deputy will perform the following duties when the regularly assigned Courtroom Deputy is absent, as well as performing normal assigned duties:

- Makes entries of all documents, 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.
- 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.

- When not performing Relief Courtroom Deputy duties, the Relief CRD will perform full Case Administrator duties.
- Position may require travel to the outlying divisions (to include: an overnight stay, coordinating with the other staff, making hotel arrangements, and possibly driving).

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, FTR, CEO, CM/ECF, Rest Assured 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 the following:

- Cover letter
- Current résumé
- AO 78 (federal application)
- 3 professional references

Application materials should be emailed to Michele Nelson @
michele_nelson@mow.uscourts.gov

The application deadline is October 23, 2020 @ noon.