

**United States District Court  
Western District of Missouri  
Vacancy Announcement #DK023024**



Position Title: Relief CRD to U.S. District Judges  
Salary Range: CL 26: (\$53,658 - \$87,189)  
CL 27: (\$58,939 - \$95,816)  
Based on qualifications/experience  
Position Location: Kansas City, MO  
Open Date: February 23, 2024  
Closing Date: Open until filled – preference date 3/22/24

The United States Court for the Western District of Missouri is currently accepting applications for **a Relief Courtroom Deputy** to assist U.S. District Judges. The Relief 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 managing judges’ caseloads, processing orders, and handling scheduling matters. The individual holding this position works closely with the judges, Law Clerks, Judicial Assistants, and 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 or the Operations Manager or as requested by judges in the absence of the primary CRD:

- Makes entries of all documents, orders, minutes, notices, and proceedings on the docket. Transmits notices, judgments, and orders to appropriate parties.
- Manages judge’s caseloads 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.
- Reviews information relating to pending cases to ensure that all records and reference materials are available for use by the judges and counsel.
- Coordinates appearances of custodial parties; and schedules and attends court proceedings.
- Assists with the docketing of cases and keeps judges and chambers staff informed of case progress. Assists judges and parties in jury selection and maintains records of jury selection and attendance.
- Reviews information related to pending cases to ensure that all records and reference materials are available for use by 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 judge approval.
- Serves as a 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.
- Coordinates CJA appointments.

## **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 multiple 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, CEO, CM/ECF and Microsoft Office applications.
- Knowledge of federal and local rules. Knowledge of legal terminology and legal documents.

## **Application Procedures**

Qualified persons should submit:

- Cover letter; and
- Current résumé
- 3 professional references
- AO 78 [AO 078 revised 2022-4-26.pdf](#)

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

[michele\\_nelson@mow.uscourts.gov](mailto:michele_nelson@mow.uscourts.gov)