

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



Position Courtroom Deputy for  
US Magistrate Judge Jill A. Morris

Position Number MCRD11122

Location Kansas City, Missouri

Salary Grade CL27 (\$53,368 - \$87,173)  
(Based on qualifications and experience)

Opening Date November 7, 2022

Closing Date November 21, 2022

## Overview

The Western District of Missouri has approximately 280 total employees (judges and staff) and is a fully consolidated court which includes the District and Bankruptcy Courts and Probation and Pretrial Services Office. The Western District is divided into five divisions: Western (Kansas City), Central (Jefferson City), Southern (Springfield), Southwestern (Joplin), and the St. Joseph division. The primary office is in Kansas City with two divisional offices located in Jefferson City and Springfield.

The Court is currently seeking a Magistrate Courtroom Deputy for its Kansas City division. The person holding this position will maintain an office in Kansas City, Missouri. Professionals from other Districts within the Judiciary that are willing to relocate are welcome to apply, and all applicants should visit [www.mow.uscourts.gov](http://www.mow.uscourts.gov) for general information about the Court.

## Position Description

As a member of the Clerk's Office staff, the Courtroom Deputy ("CRD") acts as liaison between the Clerk's Office, the bar, the public, other governmental agencies and chambers to ensure that cases proceed smoothly and efficiently. The 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 the Judge, the law clerks and the case processors. The CRD reports to the CRD Team Leader.

## Primary Duties

Duties of the Magistrate Courtroom Deputy include, but are not limited to, the following:

- 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 Judge's 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 Judge and chambers staff informed of case progress. Assists the Judge 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 the Judge 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 the Judge's 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 CRD provides telephone coverage, clerical duties and Clerk's Office coverage as instructed by the CRD Team Leader.
- Occasional travel may be 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.
- A candidate must have three years of progressively responsible court experience.

## **Conditions of Employment**

Applicants who are non-United States citizens must meet the judiciary requirements for federal employment. Only qualified applicants will be considered for this position. As a condition of employment, the selected candidate must undergo an FBI background investigation. Employment will be considered provisional until the FBI background check is completed. This position is subject to mandatory electronic funds transfer (direct deposit) of net pay.

Additionally, employees must adhere to all Judicial Conference regulations, must follow the policies outlined in the *Guide to Judicial Policies and Procedures*, and are bound by the ethical standards established by the Judge and the Code of Conduct for Judicial Employees. Successful employment with the U.S. Courts is based on acceptable performance and is an at-will employment opportunity.

## Benefits

The following benefits are available for this position:

- 11 Paid Holidays each calendar year
- Annual and Sick Leave
  - 13 days of paid annual leave (for up to three years of federal service)
  - 20 days of paid annual leave (from 3-14 years of federal service)
  - 26 days of paid annual leave (15 or more years of federal service)
  - 13 days of paid sick leave (unlimited accumulation)
- Insurance plans: Health, Dental, Vision, Life, Long-Term Care, and Long-Term Disability
- Flexible Spending Accounts (Health-Care and Dependent-Care reimbursement accounts)
- Retirement System
- Thrift Savings Plan participation (with up to 5% employer matching contributions)

## Application Procedure

Qualified applicants **must submit each of the following to be considered** for an interview:

- A detailed cover letter.
- A detailed resume.
- A completed application for Judicial Branch Federal Employment – form AO78  
Link to form:  
<https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>
- Contact information for three **professional** references.

Send application materials to Michele Nelson  
via email to: [michele\\_nelson@mow.uscourts.gov](mailto:michele_nelson@mow.uscourts.gov)

## Miscellaneous Information

Only qualified applicants who submit all the required items listed above will be considered for this position. Only those candidates selected for an interview will be contacted. The court is not authorized to reimburse expenses to travel for interviews or for relocation. The court reserves the right to modify the conditions of this vacancy announcement. The Western District of Missouri is an equal opportunity employer and values diversity in the workplace.