

UNITED STATES DISTRICT COURT  
Middle District of Georgia  
[www.gamd.uscourts.gov](http://www.gamd.uscourts.gov)

VACANCY ANNOUNCEMENT

Position: Courtroom Deputy  
Vacancy No: 2024-02  
No. of Vacancies: 1 (Full-Time Permanent)  
Location: Albany, Georgia  
Opening Date: July 25, 2024  
Closing Date: August 23, 2024, no later than 5:00 PM EST, or until position is filled with preference given to applications received by 5:00 PM EST on August 23, 2024  
Salary: CL 26 (\$52,831-\$85,844)  
CL 27 (\$58,030-\$94,338)  
*Based Upon Qualifications and Experience in accordance with the Guide to Judiciary Policy. Position has promotion potential up to CL-27 without further competition.*

**Description:**

The Clerk's Office of the United States District Court for the Middle District of Georgia, Albany Division, is accepting applications for a full-time, permanent Courtroom Deputy position. The Court is seeking a self-motivated individual who possesses a strong work ethic and has excellent interpersonal, automation, and analytical skills. Occasional travel is required.

**Representative Duties:**

Courtroom deputies perform general or specialized court or courtroom functions such as calendaring, and/or similar courtroom services work. The duties involve managing the judge's caseload, attending all hearings, scheduling conferences, and trials, and logging court proceedings, processing orders, and recording proceedings. This job entails a high level of knowledge and complexity regarding court or courtroom operations. The courtroom deputy has full responsibility for all calendar management duties, including scheduling conferences, hearings, and trials, monitoring deadlines, monitoring filing of pertinent documents, generating reports and processing orders.

Performs duties associated with digital court recording (e.g., records court proceedings, processes multi-media duplication and transcript requests, and catalogs recordings) and ensures all electronic equipment is functioning properly, including setting up and troubleshooting electronic evidence presentation systems. Assists with courtroom proceedings, assures the presence of all necessary participants, swearing in of witnesses, coordinating telephonic hearings, operating digital recording system, and managing exhibits and sealed documents admitted during court proceedings. Takes notes of proceedings, rulings, notices, and prepares minute entries electronically. Perform case administration duties and other related duties as assigned.

## COURTROOM DEPUTY

### **Qualifications:**

A minimum of one year of progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such qualifications include the following:

- Ability to organize, plan, direct and review daily work of others
- Ability to produce accurate, thorough, and high-quality work products
- Ability to communicate effectively with the judge, chambers staff, and attorneys
- Skill in using personal computers, word processing software, Internet browser, electronic mail, and other software applications
- Initiative and ability to work independently
- Ability to think logically, research matters, and solve problems
- Reliability and punctuality

### **Preferred Qualifications:**

- Prior courtroom experience and knowledge of courtroom procedures
- Knowledge of district court rules and procedures
- Careful attention to detail
- Excellent verbal and written communication skills
- Paralegal experience
- A bachelor's degree from an accredited 4-year college or university
- CM/ECF experience
- Thorough understanding of case management process from inception to closing
- Understanding of how other processes in the Clerk's Office relate to the Courtroom Deputy position

### **Notice to Applicants:**

The United States District Court is an **Equal Opportunity Employer**. Employees of the United States District Court are required to adhere to a Code of Conduct, copies of which are available upon request. The United States District Court is part of the Judicial Branch of the United States Government. Employees of the United States District Court are considered AT WILL employees. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The court will not pay for any interview or relocation expenses. Applicants must be United States Citizens or eligible to work in the United States. All new selectees are subject to a background check or investigation and subsequent favorable suitability determination. Selectees to high-sensitive positions are subject to updated background investigations every five years.

The United States District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time before the closing, any of which actions may occur without any prior written or other notice.

## COURTROOM DEPUTY

### **How to Apply:**

Qualified applicants must email the following to [jobs@gamd.uscourts.gov](mailto:jobs@gamd.uscourts.gov):

1. Cover Letter
2. Resume
3. Three professional references, with current contact information
4. Completed Application for Judicial Branch Federal Employment (AO78) to which is available at <http://www.uscourts.gov/forms/AO078.pdf>

### **Employee Benefits:**

**The United States District Court is part of the Judicial Branch of the United States Government. Court employees are entitled to the same benefits as other federal employees. These benefits include:**

- 11 paid holidays per year;
- Paid annual leave in the amount of 13 days per year for the first three years of employment; 20 days after three years; and 26 days after fifteen years of federal service;
- Paid sick leave in the amount of 13 days per year;
- Health, Life, Dental and Vision benefits
- Thrift Savings Plan (TSP) participation with up to 5% employer matching contributions;
- Optional Flexible Benefits Programs
- Optional participation in the Judiciary's Long Term Care Insurance Program.

For more information on benefits, see <http://uscourts.gov/careers/benefits>.