



U. S. District Court
Southern District of Mississippi

Courtroom Deputy Clerk
Vacancy Announcement MSSD-2016-3

POSITION

Courtroom Deputy for
U. S. District Judge

LOCATION

Jackson, Mississippi

SALARY/TARGET

CPS 27 (\$47,390 to \$59,246*)

*Entry level range - Actual salary will be determined by applicant's qualifications.

POSITION AVAILABLE

Immediately

**APPLICATION
CLOSING DATE**

Open Until Filled.
To be assured of consideration,
applications should be received by
November 21, 2016.

**ANNOUNCEMENT
MSSD-2016-3**

The U. S. District Court, Southern
District of Mississippi, is an Equal
Opportunity Employer

POSITION OVERVIEW / RESPONSIBILITIES

The United States District Court for the Southern District of Mississippi is accepting applications for a position of COURTROOM DEPUTY CLERK for a U. S. District Judge in Jackson, Mississippi.

Courtroom Deputy Clerk responsibilities include but are not limited to:

- Maintaining the judge's court calendar and managing the movement of cases by fixing (or resetting, when necessary) dates and times for hearings, settlement conferences and trials, notifying counsel and other parties concerned. monitoring the civil and criminal cases assigned until conclusion.
- Attending court sessions and conferences and assisting with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring the presence of all necessary participants, managing exhibits, and recording court proceedings as required.
- Scheduling court reporters and court interpreters, notifying the jury clerk of upcoming trials, docketing orders, pleadings, judgments and minute entries as directed by local policy.

Court employees are not civil service employees and serve at the will of the Court. **All court employees must be aware of and in compliance with the canons of federal judicial conduct and are subject to appropriate background and security investigation.**

Courtroom Deputy Clerks are employed on a one-year probationary term; all court positions are subject to budgetary or organization reduction which could result in the elimination of this position.

EDUCATION AND QUALIFICATIONS

TO MEET THE MINIMUM REQUIREMENTS FOR THIS POSITION, APPLICANT MUST:

- Possess a high school diploma or the equivalent and must have two years of general experience and a minimum of two years of specialized experience in a legal-related field such as found in a law office or clerk's office of a federal, state or local court.
- Work harmoniously with others, meet the public and handle the telephone in a professional manner, be tactful, consistently demonstrate sound ethics and judgment, and possess poise and initiative.
- Possess a thorough knowledge and understanding of the policies and procedures of the court; must have good knowledge of spelling, punctuation, grammatical usage and legal terminology; must have strong organizational skills and be able to communicate effectively both orally and in writing; must have the ability to multi-task under strict deadlines and to understand and follow detailed instructions; must have the ability to accurately take notes and summarize material for minute entries and/or judgments, to track motions, deadlines and orders and to generate statistical and operational reports; and must be experienced in working with automated systems, such as the court's CM/ECF system, as well as word processing software, such as WordPerfect 10.
- Reside within reasonable daily commuting distance of the United States Courthouse in Jackson, Mississippi.

BENEFITS

The judiciary offers a generous benefits package which includes:

- 10 paid holidays
- Paid sick and annual leave
- Medical insurance options (requires employee contribution)
- Life insurance options (requires employee contribution)
- Retirement options including participation in the Thrift Saving Plans (tax deferred or Roth retirement savings)
- Long term care plan options
- Long term disability plan options
- Flexible spending account options

MISCELLANEOUS INFORMATION

- Employees of the federal judiciary serve under "Excepted Appointments" and are considered "at-will" employees and can be terminated with or without cause at any time with the exception of Probation Officers, who must be removed for cause per 18 U.S.C. 362.
- Employees of the judiciary are required to use direct deposit for their salary payments.
- Candidates must be citizens of the United States of America or be eligible to work in the United States.

APPLICATION PROCESS

Qualified applicants should submit (1) a cover letter; (2) a current resume of qualifications, education and employment experience; (3) a list of three professional references with contact information and (4) a completed Application for Judicial Branch Employment (AO 78), which is available at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>.

Submit the documents via email (subject: Courtroom Deputy Clerk–Jackson #16-03) to Hr_manager@mssd.uscourts.gov OR by mail or hand delivery (marked Confidential) to:

Arthur Johnston, Clerk
U.S. District Court, Southern District of Mississippi
501 E. Court St., Suite 2.500
Jackson, Mississippi 39201
(Faxes will not be accepted)