



VACANCY ANNOUNCEMENT

UNITED STATES DISTRICT COURT WESTERN DISTRICT OF PENNSYLVANIA

Address: Joseph F. Weis Jr. Courthouse
700 Grant Street, Suite 3110
Pittsburgh, PA 15219

Website: www.pawd.uscourts.gov

Position: Courtroom Deputy Clerk
Vacancy: 23-07
Duty Station: Pittsburgh, Pennsylvania
Salary: CL 25 – (\$47,199- \$76,738)
CL 26 – (\$51,988- \$84,488)
CL 27 – (\$57,102- \$92,852)
One or more positions may be filled
Opening: June 12, 2023
Closing: Open until filled. Preference will be given to those applications received on or before June 23, 2023.

Overview

Our Courtroom Deputies assist judges in processing and managing court proceedings in an orderly fashion and manage a judge's caseload. Efficient court operations help create positive public impressions about our federal courts. [Click here](#) to view a brief video about courtroom deputy professionals working in the Courts.

Representative Duties

- Manage judge's caseload, docketing and scheduling.
- Serve as primary source of information on scheduling conferences, hearings, trials, and other case matters. Monitor filing and other deadlines.
- Attend court sessions and conferences. Facilitate the orderly flow of proceedings, including, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Take notes of proceedings, rulings, and notices.
- Review cases and reports for necessary actions.
- Keep judge and immediate staff informed of case developments.
- Act as a liaison between the Clerk's Office, the bar, the public and the judge to ensure that cases proceed efficiently.
- Schedule court reporters and interpreters.
- Inform jury clerk of upcoming trials and need for jurors. Assist the judge and parties in jury selection and maintain records of jury selection and attendance. Maintain contact with counsel during deliberations.
- Draft orders and judgments for the judge's approval, including judgment and commitment orders. Docket orders, pleadings, judgments, utilizing applicable automated systems.
- Assist in the accurate statistical reporting requirements of the Administrative Office. Review the quality of electronically filed documents, ensure that all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all filings and proceedings.
- Reviews and updates chambers written policies and procedures at least annually.

- As it relates to sealed documents, ensures that NO sealed document is accessible or distributed to users not authorized to have access.
- Perform other duties as assigned.

Qualification Requirements

- High school diploma or equivalent and at least one year of specialized experience.
- Ability to work independently with minimal supervision and to function effectively as part of a team.
- Strong organizational skills and the ability to handle multiple assignments with frequent interruptions.
- Ability to communicate effectively both orally and in writing.
- Excellent computer skills and ability to work with a variety of programs and applications.
- Ability to manage multiple tasks and priorities and adhere to strict deadlines; accuracy and attention to detail required.
- Ability to maintain confidentiality and use sound judgment.
- Exhibit the highest standards of excellence, integrity, and customer service.
- Ability to display at all times and to all persons, a courteous, professional and cooperative attitude.
- Strong customer service skills.
- Excellent written and verbal communication skills.
- Ability to function as a team player in a fast-paced, team-oriented office environment with frequent interruptions.

Classification Level

Eligibility for CL 25/26 requires one year of specialized experience; eligibility for CL 27 requires two years of specialized experience as determined by a review of the resume and completed application form.

Specialized experience is defined as 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 involves the routine use of specialized terminology and automated software and equipment for word processing, data entry and/or report generation.

Preferred Qualifications/Court Preferred Skills

Candidates with federal court experience and a bachelor's degree or above.

Organizational Relationship

This position is assigned to the Clerk's Office, U.S. District Court, Western District of Pennsylvania, and reports to the Courtroom Services Supervisor.

Benefits

Employees are eligible for a full range of benefits to include retirement, health and life insurance, flexible benefits, long-term care insurance, paid holidays, and annual and sick leave accrual. [Click here](#) for additional information.

Telework

After six months of employment, successful training and meeting performance standards, employees may be eligible for telework opportunities as outlined in the Court's Telework Policy.

Background Investigation

This position is classified as a sensitive position which requires the selected candidate to submit to a background clearance, which will include a criminal history, credit and FBI fingerprint check as a condition of employment and may be subject to periodic updates. The selected candidate will be hired provisionally pending the successful completion of the required background check and favorable employment suitability determination.

Applicant Information

Employees must adhere to a [Code of Conduct](#). The Court provides reasonable accommodations to applicants with disabilities. Veterans' preference is not a factor used in Judicial Branch appointments. Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are "at will" and may be terminated with or without cause. Employees are required to use electronic funds transfer for payroll deposit. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which may occur without prior written or other notice. In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

How to Apply

Apply only through the court's online application tracking system which is accessed at the Employment Section (Court Info) of the Western District of Pennsylvania website: [Click here](#). Please submit the following: a cover letter stating the reason for your interest in the position; a resume, including complete employment, educational history, skills, and experience; and a completed Application for Judicial Branch Federal Employment, AO78, which can be downloaded when applying or [Click here](#). Applicants will receive an email confirmation upon receipt. Incomplete applications will not be considered. Only candidates selected for testing and interview will be notified and must travel at their own expense. Relocation expenses will not be reimbursed.

District Overview

The District's jurisdiction encompasses the 25 western counties of Pennsylvania, with courthouses located in Erie, Johnstown and Pittsburgh. The District is comprised of United States District Judges, United States Senior District Judges, United States Magistrate Judges and approximately 165 employees.

The United States District Court, Western District of Pennsylvania, is an Equal Opportunity Employer and values diversity in the workplace.