



## 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](http://www.pawd.uscourts.gov)

**Position:** Courtroom Deputy Clerk  
**Vacancy:** 24 - 02  
**Position Location:** Pittsburgh, Pennsylvania  
**Anticipated Starting Salary:** CL 25 – \$49,592- \$80,609 (depending on qualifications)  
CL 26 – \$54,622- \$88,754 (depending on qualifications)  
CL 27 – \$59,997- \$97,536 (depending on qualifications)  
*Appointment at CL 25/26 has future promotion potential to CL 27 without further advertisement.*

**Application Deadline:** Open until filled. Preference will be given to those applications received by February 23, 2024.

#### 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**

- CL 25/26, High school diploma or equivalent, two years of general experience and a minimum of one year of specialized experience.
- CL 27, High school diploma or equivalent, two years of general experience and a minimum of two years of specialized experience.  
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.

General experience is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the position's duties.

#### **Educational Substitution**

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

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 experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, corporate headquarters or human resources/payroll operations and the hospitality industry.

#### **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. The Court offers Public Transit Subsidy in accordance with local policy and dependent upon availability of funding.

## **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.*