

Position Title: Courtroom Deputy/Case Manager

Announcement Number: 16-06

Court Name: United States District Court - Middle District of North Carolina

City: Greensboro **State:** NC

Court Website: www.ncmd.uscourts.gov

Permanent Position: YES

Job Grade: CL 26/27

Salary Min: \$43,140

Salary Max: \$77,030

Open Until Filled: YES

Position Description:

The United States District Court for the Middle District of North Carolina is recruiting for the position of Courtroom Deputy/Case Manager in Winston-Salem, NC. The Courtroom Deputy is an employee of the clerk's office, whose duty station is in Winston-Salem. The Courtroom Deputy will be assigned to a U.S. District Judge located in the Winston-Salem Courthouse, and periodic travel to Greensboro is required. Occasional travel to Durham may be required.

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

- Managing the judge's caseload by monitoring the filing of documents, responses, and deadlines; setting dates and times for trials, hearings, and other necessary matters; and assisting the judge and judicial staff with case progression.
- Providing courtroom assistance by ensuring the orderly flow of proceedings, managing exhibits, assisting witnesses and jurors, and maintaining courtroom decorum.
- Serving as a liaison among the clerk's office, the bar, and the judge to ensure that cases proceed smoothly and efficiently.

Qualifications:

Requires a minimum of three years specialized experience which provided knowledge of legal terminology and procedure that might be found in a law office or other court in the judicial system. The successful candidate must have experience in a fast-paced and

demanding environment with the ability to present a professional demeanor at all times. The candidate must have excellent organizational, analytical, oral and written communication skills. The ability to maintain confidential information and abide by Judiciary ethical standards is also required. Case docketing experience, strong computer skills and knowledge of CM/ECF is desirable.

To be appointed at the CL 27 level, experience must include at least one year equivalent to work at the CL 26 level.

Benefits:

Federal benefits include ten paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System and matching and tax-deferred Thrift Savings Plan. Optional participation in Federal Health Insurance, Federal Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long term disability insurance.

Information for Applicants:

The United States District Court requires employees to adhere to a code of conduct which is available on the judiciary's web site at www.uscourts.gov. As a condition of employment, the final candidate will be subject to a background investigation. This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees. Due to the volume of applications received, only the best qualified applicants will be invited for personal interviews. The United States District Court is a smoke-free environment. Applicants must be U.S. citizens or eligible to work in the United States. Applicants can download an application from our web site at www.ncmd.uscourts.gov. Applications may also be obtained in the Clerk's Office, 4th Floor, U.S. Courthouse, 324 W. Market St., Greensboro, NC.

How To Apply:

A cover letter with resume must be received by the Clerk's Office no later than **December 30, 2016**. Cover letters and resumes should be marked confidential and mailed to:

U. S. District Court
Attn: Human Resource Specialist
324 W. Market Street
Greensboro, N.C. 27401

Applicants selected and invited for an interview must bear their own travel and incidental expenses. The U.S. District Court for the Middle District of North Carolina is an Equal Opportunity Employer and values diversity in the workplace