



**NOTICE OF POSITION
VACANCY
DOCKET/COURTROOM DEPUTY
Yellowstone National Park
Mammoth Hot Springs
Temporary Position -1 year and 1 day
(Full time hours -seasonal; flexible hours - off season)
Potential permanent after one year
Job Announcement 2007-03**

SALARY RANGE: **\$28,588.00 - \$46,498.00 (Annual salary - dependant on experience)**

CLOSING DATE: **August 8, 2007**

The Clerk of Court Office in Cheyenne, Wyoming is currently accepting applications for a Docket/Courtroom Deputy located at Mammoth Hot Springs in Yellowstone National Park service.

This position will report directly to the Magistrate Judge's chambers located in Yellowstone National Park. The incumbent maintains the official case events summary on the docket from opening to final disposition. The incumbent also manages the judges' caseload and provides courtroom and other assistance through, attending court proceedings, recording pertinent results for minutes and drafting judgments.

The successful applicant will be responsible for the following duties:

Representative Duties:

Reviews information relating to pending cases to ensure that all records and reference material are available for use by the judge and counsel.

Attends court sessions and conferences. Assists with the orderly flow of proceeding including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Takes notes of proceedings and rulings and prepares minute entries. Drafts judgments for the judge's approval.

Acts as liaison among the clerk's office, the bar and the judge to ensure that cases proceed smoothly and efficiently. Serves as a primary source of information on scheduling conferences, hearings, trials, and other case processes.

Other duties as assigned.

Duties to Assist Magistrate Judge's Judicial Assistant when applicable

Makes summary entries of all documents and proceedings on the docket. This includes, but is not limited to, such things as: pleadings, petitions, motions, complaints, minutes, and orders.

Assists in case management by ensuring that all automated entries are appropriately linked for proper case management.

Prepares and transmits to appropriate parties such items as: notices, judgments and orders.

Informs parties when a judgment or appealable order is entered on the docket. Answers inquiries on case status.

Opens cases upon receipt of initiating documents, such as complaints, indictments, or petitions.

Closes cases upon receipt of terminating documents, such as judgments and closing orders.

Manages judge's cases by: monitoring filing of pertinent documents and timely responses to judicial orders; and setting dates and times for hearings, trials and conferences. Keeps judge and immediate staff informed of case progress.

Qualifications:

- Applicant must be a high school graduate or equivalent and must have two years of general experience. General experience is progressively responsible general office experience, which provides a knowledge of general office practices such as keyboarding, filing, telephone usage, and record keeping. Applicant must also have one year specialized experience. Education above the high school level may be substituted for required general experience.

Information:

- The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice.
- This position is subject to mandatory participation for payment of net salary, i.e., Direct Deposit. Employees of the United States District court are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request and also submit to a FBI background check.

How to apply:

Resume with cover letter to be submitted to:

**U.S. Magistrate Judge Stephen E. Cole
P. O. Box 387
Yellowstone National Park, WY 82190-0387**

Note: Applicants selected for interviews will receive a letter or phone call to set up an interview.

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