



NOTICE OF POSITION VACANCY RELIEF COURTROOM DEPUTY CLERK CHEYENNE, WYOMING

Job Announcement 2019-05

**FULL TIME TEMPORARY POSITION - One year and one day
(Potential Full Time Permanent after one year)**

**SALARY RANGE: CL25/01 - CL25/61
\$41,140 - \$66,888 per annum**

LOCATION: Cheyenne, Wyoming

**CLOSING DATE: Open until filled. Preference will be given to applications received by
January 10, 2020**

The Clerk of Court Office in Cheyenne, Wyoming is currently accepting applications for a Relief Courtroom Deputy Clerk. Relief courtroom deputy duties involve attending and taking minutes of court proceedings, processing orders, and recording proceedings when a judicial officer's courtroom deputy is absent or otherwise unavailable. This job entails overall knowledge regarding court, courtroom operations and jury selection process. Relief courtroom deputies perform customer service work and general functions such as coordinate and prepare qualified jurors for jury selection in accordance with approved internal controls, procedures and rules. The incumbent will ensure the efficient and fair operations related to the selection, qualification, summoning, orientation, management and payment of jurors for petit and/or grand juries.

The successful candidate will be responsible for the following duties:

- Opens cases in the electronic case management system. Processes and creates new case files, and assigns case numbers to judges. Dockets initial opening events. Sorts, classifies, and files case records. Maintains the integrity of the filing system to insure the accurate and timely filing of documents.
- Makes summary entries of all documents and proceedings on the docket in a team-based environment. This includes, but is not limited to, such items as complaints, petitions, indictments, pleadings, motions, responses, minutes and orders.
- Provides assistance to the general public, litigants, the bar, and a variety of customers. Collects fees, writes receipts.

- Reviews documents to determine compliance with federal and local rules and routes documents to proper office(s)/person(s). Distributes orders, notices, and judgments when entered on the docket. Prepares and issues summons and warrants upon order of the court.
- Ensures that statistical information is accurately reflected when a case is opened or closed and in various entries occurring throughout the pendency of an action. Assists in case management by ensuring the quality of all docket entries using the court's quality control program.
- Provides assistance in the courtroom of a judicial officer when a courtroom deputy is absent or otherwise unavailable. Relief courtroom deputy must be able to step into the shoes of an assigned courtroom deputy and follow the judge's preference.
- Monitor and record the jury questionnaire process, juror attendance and selection. Provide support and assist jurors during jury service.
- Process payments and reimbursements for jurors; prepare attendance certificates on behalf of jurors. Process returned summons (including data entry and preparing excusal letters).
- Operates the court's JMS and e-juror component of JMS and other automated systems.
- Maintain and update the inbound and outbound telephone calls through use of an interactive voice response system for summoned jurors.
- Work with chambers staff, clerk's office staff, the bar, U.S. Marshal's Service, U.S. Attorney's Office, and other groups to ensure the smooth operation of jury trials
- Performs any other duties assigned.

QUALIFICATIONS:

To qualify for the position of Relief Courtroom Deputy, the candidate should have a minimum of two years of clerical or administrative experience and one year of specialized experience. The candidate should also have experience working in a team environment and possess a strong work ethic. Knowledge of legal terminology and experience handling sensitive material is preferred. The candidate should possess strong organizational, analytical, verbal and written communication skills. Solid computer skills are required, including proficiency in Adobe Acrobat and Microsoft Office. High school diploma or equivalent is required, and a Bachelor's degree is preferred. Education above the high school level in accredited institutions may be substituted for general experience on the basis of one academic year equals one year of general experience.

BENEFITS:

A generous benefits package is available to full-time employees which includes:

- A minimum of 10 paid holidays
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days after three years, and 26 days after fifteen years
- Paid sick leave in the amount of 13 days per year
- Participation in the Federal Employees Retirement System (FERS) with employee contribution and full social security coverage.
- Optional participation in Federal Employees Health Benefits, Federal Employees Group Life Insurance, Flexible Benefits Program, Long-Term Care Insurance, Thrift Savings Plan.

CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. citizens or eligible to work in the United States.

This position is subject to mandatory electronic funds transfer (direct deposit) for salary payment. Appointment is provisional and contingent upon successful completion of a favorable suitability determination, reference check, and background check and fingerprinting.

Judiciary employees serve under excepted appointments and are considered “at will” and can be terminated with or without cause by the Court. Employees are required to adhere to the Code of Conduct for Judicial Employees and court confidentiality requirements. Appointee may be removed from this position for failure to perform at a satisfactory level following reasonable on-the-job training.

The Court is not authorized to reimburse candidates for travel or moving expenses.

HOW TO APPLY:

Applicants will be required to submit the following:

1. [AO78](https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment) (which can be found on the US Courts website at: <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>)
2. Cover letter
3. Resume (including day and evening telephone numbers)

Applications can be submitted electronically via email in **ONE PDF** to: hr@wyd.uscourts.gov.

Only applicants selected for an interview will be notified. Incomplete applications will not be considered.

The Court reserves the right to modify, withdraw, or fill the vacancy announcement at any time, any of which actions may occur without prior written or other notice.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY
EMPLOYER**