

**UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF WYOMING**



Announcement No.: 2026-01

Position Location: Cheyenne, WY

Position Information:

Full-time, permanent, Excepted Service

Area of Consideration:

Open to all qualified individuals; preference given to current federal judiciary employees

Open Date:

February 02, 2026

Closing Date:

Open until filled. Preference will be given to applications received by February 20, 2026

Our Mission:

Employees representing the U.S. District Court for the District of Wyoming are committed to the impartial administration of justice. Driven by respect, integrity, and a dedication to excellence, we are here to serve the Public, Bar, and Court in a manner that will instill trust and confidence in the Judiciary. We endeavor to support a just and timely resolution of matters brought before the Court.



JOB OPPORTUNITY

Position Title: Courtroom Deputy I

Grade/Salary Range: CL 26 (\$54,372 - \$88,366)

Starting salary depends on experience and qualifications.

How to Apply:

Qualified individuals for this “at will” position must submit the following:

- 1) A cover letter detailing how your experience relates to the position requirements.
- 2) A resume detailing all relevant experience, education and skills.
- 3) Three professional references with contact information.
- 4) AO-78, Federal Judicial Branch Application for Employment (download it [here](#).)

Your application packet must be submitted as a single pdf document by email to: hr@wyd.uscourts.gov. Please note “Vacancy Announcement: 2026-01” in the subject line of the email. Incomplete applications and applications received after the closing date may not be considered.

Staff must adhere to the [Code of Conduct for Judicial Employees](#)

ABOUT US

The United States District Court for the District of Wyoming is part of the Federal Judiciary, the Third Branch of the Federal Government, and is currently recruiting for a Courtroom Deputy I to join its Clerk's Office team. The team works in a dynamic public setting with our main office in Cheyenne and two divisional offices in Casper and Mammoth Hot Springs, Yellowstone National Park. The Clerk's Office currently serves three Article III judges, one senior district judge, two full-time magistrate judges, and two part-time magistrate judges. The ideal candidate is a mature, self-motivated, career-oriented professional eager to grow with us, and the Federal Judiciary as a whole. Here at the District of Wyoming, we value a healthy work-life balance and strive for excellence as a well-rounded and diverse team.

POSITION OVERVIEW

Courtroom Deputies are available for assignment to courtroom and case management duties for all judicial officers in a relief capacity, but this position will primarily support Article III Judge Alan B. Johnson in Cheyenne, Wyoming. The incumbent will perform general courtroom functions such as operating FTR Gold recording equipment, and/or similar courtroom services work. The duties involve managing the judge's caseload, attending and logging court proceedings, processing orders, and recording proceedings. This job entails a high level of knowledge and complexity regarding court operations. In addition, they function at a fully proficient level of courtroom work supporting the Judge and chamber's staff, i.e. answering phones, correspondence, and appointments as required by the Judge. This position will report to the Cheyenne Operations Supervisor. Occasional travel will be required.

REPRESENTATIVE DUTIES

The successful applicant will be responsible for the following duties:

- Serve as a primary source of information on scheduling conferences, hearings, trials and other case processes.
- Record court proceedings. Manage and organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems.
- Attend court sessions and conferences. Assist with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Take notes of proceedings, rulings, notices, and prepare minute entries electronically.
- Review cases or reports for necessary actions. Docket orders, judgments, minutes, and notices into the Court's Case Management/Electronic Case Files System (CM/ECF).
- Keep judge and immediate staff informed of case progress. Assist the judge and parties in jury selection and maintain records of jury selection and attendance. Act as a liaison between the Clerk's Office, the bar, the public and the judge to ensure that cases proceed smoothly and efficiently. Maintain contact with counsel during deliberations.
- Schedule court reporters and interpreters; process transcripts; arrange for transcriptions; answer questions from parties and the public regarding obtaining transcripts. Refer defendants to probation office as appropriate.
- Inform jury administrator of upcoming trials, needs for jurors, etc. Draft orders and judgments for the judge's approval including judgment commitment orders. Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing automated systems.
- Coordinate hearings. Assist in the accurate statistical reporting requirements of the Administrative Office. Review the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings. Take notes of proceedings, rulings, notices and prepare minute entries electronically.
- May perform case administrative duties and tasks such as financial transactions. Other Duties as Assigned.

QUALIFICATIONS

To qualify for the position of Courtroom Deputy I, the candidate should have a high school diploma or equivalent, and a minimum of two years of clerical or administrative experience and two years of specialized experience. Education above the high school level may be substituted for general experience on the basis of one academic year equals one year of general 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.

BENEFITS

- Full-time employees of the United States District Court for the District of Wyoming are eligible for a full range of benefits to include:
- A minimum of 11 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, increased accrual with tenure
- Paid sick leave in the amount of 13 days per year
- A defined pension program-Federal Employees' Retirement System (FERS)
- Optional participation in the Thrift Savings Plan (TSP) including a government match of up to 5%, the Federal Employees Health Benefits Program (FEHB), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FEGLI), and the Flexible Benefits Program
- Federal Occupational Health Services Program (FOH)/Employee Assistance Program (EAP)
- Virtual Learning through the Judiciary Online University
- Student Loan Forgiveness for Public Service Employees

For more detailed information about Federal Judiciary benefits, please visit www.uscourts.gov/careers/benefits.

CONDITIONS OF EMPLOYMENT

Only applicants selected for an interview may be contacted. Funding is not available to support travel for interview or relocation expenses.

U.S. citizenship is required. Positions with the U.S. Courts are excepted service appointments, or "at will." The initial appointment is provisional and contingent upon satisfactory completion of a background investigation and fingerprinting.

Direct deposit of pay is required.

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

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER