

Courtroom Deputy
Career Opportunity #16-NV-01
Opens: January 11, 2016
Closes: February 5, 2016

The U.S. District Court for the District of Nevada, Las Vegas Clerk's Office, has an opening for a Courtroom Deputy. This is a full-time, permanent position with benefits including annual and sick leave, health and life insurance, employee-paid dental, vision, and disability insurance, pretax Flexible Spending Accounts, and retirement. Additionally, the Clerk's Office offers flexible work hours, free access to a fitness center, free on-site parking, and a self-directed team environment.

Courtroom Deputy - Salary \$43,215 to \$77,164 (CL 26-27, CPS Table LV) DOE.

Duties: The Courtroom Deputy is responsible for calendaring and regulating case movement, monitoring filing of pertinent documents and timeliness of responses to judicial orders, and setting dates and times for hearings and conferences. A deputy will attend court sessions and conferences, swear in witnesses, mark and receive exhibits, empanel jurors, and conduct telephone conference calls. Other duties include preparing and distributing documents such as calendars, judgments, and minute orders, maintaining case management statistics and assisting other courtroom deputies, when needed.

Qualifications: Requires a minimum of three years specialized experience which provided a knowledge of legal terminology and procedure that might be found in a law office or other court in the judicial system. To be appointed at the CL 27 level, experience must include at least two years of specialized experience with one year equivalent to work at the CL 26 level. The candidate must have excellent organizational skills and be able to communicate effectively with others, both verbal and written. Docketing experience, strong computer skills and knowledge of CM/ECF is desirable.

To Apply: Qualified applicants should submit 1) a cover letter summarizing related skills and interest in this position, 2) a resume and 3) an AO78, Application for Federal Judicial Employment, via email to NVD_HR@nvd.uscourts.gov by the February 5, 2016 closing date. The AO78 Application form and a summary of Federal Judiciary Benefits can be located at <http://www.uscourts.gov/careers>.

The U.S. District Court is an Equal Employment Opportunity employer.

Employees of the Court are excepted service appointments and considered at-will with no coverage by federal civil service classifications or regulations and can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be U.S. citizens or eligible to work in the United States. New employees are subject to a background check including fingerprinting and employment will be considered provisional until the background check is completed. This position requires mandatory electronic fund transfer for payment of net pay. Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without other notice.