

Courtroom Deputy/CJA Administrator

Career Opportunity #16-NV-08

Opens: May 9, 2016

Closes: May 27, 2016

The U.S. District Court for the District of Nevada, Reno Clerk's Office, has an immediate opening for a Courtroom Deputy/CJA Administrator. 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 and free on-site parking.

Courtroom Deputy/CJA Administrator - Salary \$43,140 to \$77,030 (CL 26-27, Table RUS), depending on experience.

Duties: The Courtroom Deputy portion of the position 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. The position requires that the deputy clerk 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.

The CJA Administrator portion of the position administers the Court's Criminal Justice Act (CJA) activities, ensuring compliance with 18 U.S.C.3006A. The position is responsible for making recommendations to the Court on CJA policy, develops and implements applicable procedures, and serves as a financial clerk performing duties related to depositing and disbursing of monies. Other duties include, conducting procedural compliance audits of all CJA vouchers submitted for payment, including research of CJA guidelines, court docket, and other sources as needed to make necessary determinations on changes/corrections to the submitted CJA voucher, as applicable. The position serves as liaison between the Bar, the Court, the Circuit, the Administrative Office's CJA Section, and the Defender Services Division regarding all CJA payment-related matters and participates in training CJA panel attorneys on voucher processing and payment through the Court's eVoucher system.

Qualifications: Requires a minimum of specialized experience or education totaling three years which provided a knowledge of legal terminology and procedure such as might be found in a law office or court setting. 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 and eVoucher 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 May 27, 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. The selected candidate will be required to successfully complete a six month probationary period. 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.