

**United States District Court
District of Puerto Rico
Clerk's Office**

Frances Moran, Esq.
Clerk of Court



150 Carlos Chardon Street
Federal Building, Room 150
San Juan, P.R. 00918
Telephone (787)772-3006

Vacancy Announcement 15-04

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES

Position Title: Magistrate Judge Courtroom Deputy
Position Type: Full-time
Grade: Classification Level CL-24 with promotion potential to a CL-26 without further competition.
Depending Upon Qualifications and Experience
Salary: \$35,055 + 4.20% Cost of Living Allowance
Open Date: Monday, April 20, 2015
Closing Date: Sunday, May 3, 2015 or until filled

Position Overview

The Clerk's Office of the United States District Court for the District of Puerto Rico is now accepting applications for the position of Magistrate Judge Courtroom Deputy. This position is located in the Operations Division of the Clerk's Office and reports directly to the Operations Manager. This position calls for discretion and sensitivity in dealing with judges, staff, Members of the Bar, other government agencies, and the general public.

REPRESENTATIVE DUTIES

The Courtroom Deputy is responsible for calendaring and regulating case movement by fixing or resetting, when necessary, dates and times for conferences, hearings, trials, and other case processes. The incumbent attends court sessions and conferences, assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, swearing in witnesses and interpreters, as well as other parties appearing before the court, and managing exhibits. The courtroom deputy also takes notes of proceedings, rulings, and notices and promptly prepares minutes entries electronically. Dockets all documents generated during a proceeding before the magistrate judge, such as, initial appearances, bail hearings, and changes of pleas. Record court proceedings using digital audio equipment. Provides timely notifications to the Jury Section of trials and need for jurors. Assists the judge and the parties in jury selections and maintains clear and accurate records of jury selection and attendance. Performs Grand Jury Return duties. Coordinates with and advises the Financial and Intake Sections of matters such as imposition of fines, orders of restitution and conditions of bond. Assists criminal case defendants in filling out financial affidavits and arranges for the appointment of attorneys.

The incumbent answers inquiries on case status, ensuring confidentiality of sensitive information, always keeping the judge and immediate staff informed of case progress or proceedings. Performs as an effective liaison between the clerk's office, the bar, the public, other government agencies and the judge to ensure that cases proceed smoothly and efficiently. Assists other courtroom deputies and cover other courtrooms either magistrate judges or judges, as needed. Performs any other duties, as assigned.

QUALIFICATIONS

To qualify for this position the candidate must be a high school graduate and have a minimum of one year of specialized experience.

Specialized Experience

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

PREFERRED QUALIFICATIONS

- Possess a Bachelor's Degree from an accredited college or university.
- Legal or court experience is highly preferred.
- Ability to communicate effectively both orally and in writing in the English language is critical.
- Excellent organizational skills, the ability to respond to requests on short notice and the ability to manage multiple tasks and stringent deadlines, are essential.
- Must be proficient in Microsoft Word, Word Perfect and other computer applications.

APPLICATION PROCESS

Qualified persons interested in being considered for this position must submit an application package to include the following:

- 1) **Application for Judicial Branch Federal Employment-** Form AO78, available in the Clerk's Office or on our website www.prd.uscourts.gov.
- 2) **Cover Letter** stating the reason for your interest in the position and
- 3) **Resume** detailing all relevant experience, education and skills.

The vacancy announcement number must be clearly indicated on the front page of your Cover Letter. Applications may be hand-delivered or mailed to:

United States District Court-PR
Attn: Agnes Ferrer-Auffant, Esq.
Human Resources Manager
150 Carlos Chardon Street
Federal Building Room 150
San Juan, PR 00919-1787

or e-mailed to: vacancies@prd.uscourts.gov

All applications must be submitted by Sunday, May 3, 2015. E-mailed documents must be submitted as a single PDF document. Due to the anticipated volume of applications, the court will only communicate with those individuals invited for an interview. The Court reserves the right to modify or withdraw this announcement without prior notice. Applications submitted for this

position may be considered for similar positions that may occur within 90 days from date the position is filled.

NO TELEPHONE CALLS WILL BE ACCEPTED.

CONDITIONS OF EMPLOYMENT

- ✓ Applicants must be citizens of the United States of America or be eligible to work in the United States.
- ✓ Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.
- ✓ Employment will be considered provisional pending the successful completion of a FBI Fingerprint Background Check.
- ✓ Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated at any time by the Court.
- ✓ This position is subject to mandatory EFT participation for payment of net pay.
- ✓ Reimbursement of relocation expenses is not permitted under Judicial Conference Policy in effect at this time.

The United States District Court is an Equal Opportunity Employer