

**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  
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## **Vacancy Announcement 15-10**

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AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES

**Position Title:** Relief Courtroom Deputy  
**Position Type:** Full-time  
**Grade:** Classification Level CL-24 with promotion potential to a CL-27 without further competition.  
**Salary:** \$35,055 + 4.20% Cost of Living Allowance  
**Open Date:** Friday, September 4, 2015  
**Closing Date:** Friday, September 18, 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 Relief Courtroom Deputy. This position is located in the Operations Division of the Clerk's Office and reports directly to the Operations Manager.

The Relief Courtroom Deputy assists when a Judge's regularly assigned Courtroom Deputy is unavailable.

### **REPRESENTATIVE DUTIES**

On a rotating and relief basis, attends court sessions, swears witnesses, juries and interpreters, assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Takes notes of proceedings and rulings and prepares minute entries. The incumbent will also draft judgments for the judge's approval. Acts as liaison among the Clerk's Office, the Bar and the judge to ensure that cases and court hearings proceed smoothly and efficiently. In the absence of the assigned courtroom deputy clerk, serves as a primary source of information on scheduling and case processes.

### **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 and Excel, 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](http://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](mailto:vacancies@prd.uscourts.gov)

**All applications must be submitted by Friday, September 18, 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 the 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**