

**United States District Court
District of Puerto Rico
Office of the Clerk**

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Clerk of Court



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Vacancy Announcement 23-07

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES

Position Title:	Courtroom Deputy
Position Type:	Full-time
Grade:	Classification Level CL-24 with promotion potential to a CL-27 without further competition
Starting Range:	\$41,368.00 + 2.81% Cost of Living Allowance
Open Date:	Tuesday, February 25, 2023
Closing Date:	Open until filled

Position Overview

The Office of the Clerk of the United States District Court for the District of Puerto Rico is now accepting applications for the position of Courtroom Deputy. This position is located in the Operations Division of the Clerk's Office and reports directly to the Operations Manager.

The Courtroom Deputy is responsible for managing cases for district and magistrate judges and for providing a full range of courtroom services to ensure timely and efficient courtroom proceedings for litigants.

REPRESENTATIVE DUTIES

The representative duties of this position include but are not limited to:

- ❖ Manage judge's caseload, calendar and regulate the movement of applicable cases. Monitor the filing of pertinent documents and timely responses to judicial orders. Set dates and times for hearings, trials, and conferences. Keep judge and immediate chambers staff informed of case progress or impending changes.
- ❖ Review information relating to pending cases to ensure all records and reference material are available for use by the judge and counsel.
- ❖ Attend court sessions and conferences. Assist with the orderly flow of proceedings, including setting up the courtroom, assuring presence of all necessary participants, and managing exhibits.
- ❖ Take notes of proceedings and rulings and prepare minute entries. Prepare judgments and other orders for the judge's review and signature.
- ❖ Perform data processing for the court's automated maintenance of records, as needed. Upload orders, pleadings, judgments, and minutes according to local policy utilizing the electronic case management system.

- ❖ Inform jury clerks of upcoming trials, need for jurors, etc. Assist the judge in jury selection and maintain records of jury selection and attendance.
- ❖ Assist in gathering statistical information for reporting to the Administrative Office.
- ❖ Act as liaison between the clerk's office, the bar, and the judge to ensure that cases proceed smoothly and efficiently. Serve as a primary source of information on scheduling conferences, hearings, trials, and other case processes.
- ❖ Perform case administration duties, and any other duties assigned by the Operations Manager and/or Assistant Operations Manager.

QUALIFICATIONS

To qualify for this position the candidate must be a high school graduate and have a minimum of two years 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;
- ❖ Ability to maintain confidentiality and use sound judgment;
- ❖ Professional demeanor and strong work ethic;
- ❖ Must be proficient in Microsoft Word and Excel, 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 reasons for your interest in the position and
- 3) **Resume** detailing all relevant experience, education and skills.

You must submit ALL required documents **as a single PDF document** to vacancies@prd.uscourts.gov. The vacancy announcement number must be clearly indicated on the front page of your Cover Letter and on the subject line of your e-mail. Incomplete packages will not be considered.

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. False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

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