

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

María Antongiorgi, Esq.
Clerk of Court



150 Carlos Chardon Street
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Vacancy Announcement 20-04

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES

Position Title: Relief Courtroom Deputy
MORE THAN ONE POSITION MAY BE FILLED

Position Type: Full-time

Grade: Classification Level CL-24 with promotion potential to a CL-27 without further competition

Starting Range: \$38,298.00 + 3.13% Cost of Living Allowance

Open Date: Thursday, September 17, 2020

Closing Date: Open until filled, with first review beginning on Thursday, October 5, 2020

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 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 is responsible for providing back-up Courtroom Deputy assistance. Duties include, but are not limited to, courtroom deputy related duties and other Clerk's Office duties as assigned.

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;
- ❖ 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 to be considered for this opportunity; incomplete packages will not be considered.

The vacancy announcement number must be clearly indicated on the front page of your Cover Letter. Applications may be 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

E-mailed documents must be combined and submitted as a single PDF attachment. Please enter "Relief Courtroom Deputy" in the email subject line. 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