

\*\*\*CAREER OPPORTUNITY\*\*\*



**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF OKLAHOMA**

Position Title: Relief Courtroom Deputy (Full-time permanent)  
Position Number: 15-14  
Location: Oklahoma City  
Close Date: September 22, 2015  
Salary Range: \$38,704 - \$69,289 (CL 25 to CL 26) Starting salary commensurate with qualifications and work experience. Starting salary above step one requires prior federal work experience.  
Start Date: October 19, 2015

The Court Clerk's office is recruiting for a well-organized, detail oriented and versatile individual who likes the challenge of variety, possesses excellent writing and time management skills, and can manage time sensitive deadlines.

**REPRESENTATIVE DUTIES:** The duties of this position provide court support in three main areas. To provide administrative and courtroom support for Magistrate Judge Shon Erwin during his criminal duty assignments in Oklahoma City; to provide relief assistance for other courtroom deputies; and to provide administrative support for the Court-Assisted Recovery Effort (CARE) Program.

Incumbent will perform data quality control on attorney docketed entries in Judge Erwin's Oklahoma City cases; spot-check the docketed entries of the other magistrate judge courtroom deputies; and process Judge Erwin's mail and courtesy copies that are delivered to the Oklahoma City Courthouse. As a back-up courtroom deputy for magistrate and district judges, incumbent will be stepping into the shoes of a judge's assigned courtroom deputy and complying with each judge's preferences.

Courtroom Deputies attend court sessions and conferences; assist with the orderly flow of proceedings; set up the courtroom; call the court to order; assure the presence of in-custody defendants and all other necessary participants; manage exhibits; swear in witnesses; take notes of proceedings and rulings and prepare minute entries that accurately reflect the expressed intention of the judicial officer; timely prepare and electronically docket minutes, notices, warrants, and other documents; calendar and regulate the movement of cases; monitor the filing of documents and work to ensure timely responses to judicial orders; set dates and times for hearings and conferences; keep judge staff informed of case progress; and provide timely customer service via e-mail, telephone, and in person.

A desire to assist with the CARE program is essential for the successful applicant. With respect to the CARE Program, the incumbent will attend regular and ad hoc court sessions and conferences; prepare minutes and certificates; assist with phase-up and graduation ceremonies; and interact with participants and members of the CARE team. The CARE program provides court-assisted supervision of qualified individuals who volunteer to participate in the program. The program is designed to enhance each participant's opportunity for sustained recovery from substance abuse and their successful re-entry into the community.

**MINIMUM QUALIFICATIONS:** The successful applicant must be a high school graduate or equivalent and must have two years specialized experience. Specialized experience is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Applicants must be a United States citizen or eligible to work in the United States.

**COURT PREFERRED QUALIFICATIONS:** Preference will be given to applicants with federal court experience; courtroom experience in a similar position; a college degree, and experience with current versions of WordPerfect, Lotus Notes and Microsoft Word.

**DESIRABLE CHARACTERISTICS:** Successful candidates must be able to maintain a professional demeanor, work harmoniously with others, and be responsive, courteous, and polite. Successful candidates must be flexible, conscientious about detail and accuracy, and must be able to balance the demands of varying workload responsibilities and deadlines.

**BENEFITS:** Employees of the U.S. District Court are not classified under Civil Service, but are entitled to many of the same benefits as other federal government employees including participation in health and life insurance programs, periodic grade and step increases, and paid holidays.

**ADDITIONAL INFORMATION:** The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position.

As a condition of employment, the selected candidate will be subject to an FBI fingerprint background check. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application material may be grounds for non-selection, withdrawal or an offer of employment, or dismissal after being employed. All employees are subject to mandatory electronic direct deposit of salary payment.

Selected candidate will be subject to a one-year probationary period. All court employees are at will and therefore the selected candidate may be removed from this position at any time if after reasonable on-the-job training the selected candidate fails to perform at a satisfactory level.

**APPLICATION INSTRUCTIONS:** A complete employment application must contain:

1. Cover letter explaining why you are a good candidate for this position;
2. Federal Employment Application (AO-78) available at [www.okwd.uscourts.gov](http://www.okwd.uscourts.gov);
3. Two copies of resume.

Send complete application package to the address below by the closing date of **September 22, 2015**.

Vacancy No. 15-14  
United States District Court  
Western District of Oklahoma  
200 NW 4th Street, Rm 1210  
Oklahoma City, OK 73102

*An Equal Opportunity Employer*