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

www.okwd.uscourts.gov

Position Title: Courtroom Deputy (Full-time permanent)
Vacancy Number: 25-15
Location: Oklahoma City
Open Date: October 30, 2025
Closing Date: Open until filled.
Salary Range: CL-26 (\$53,839 - \$87,482)
Starting salary commensurate with qualifications and work experience.
This is a career ladder position with promotional potential to CL-27 without the need to re-advertise.

POSITION OVERVIEW: The Courtroom Deputy position is located in the Court Clerk's Office and is assigned to a Magistrate Judge to manage the court docket, perform courtroom duties and process all court-related documents for the assigned Magistrate Judge.

REPRESENTATIVE DUTIES: This position provides court and administrative support to Magistrate Judge Suzanne Mitchell. 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 judicial staff informed of case progress; and provide timely customer service via e-mail, telephone, and in person; and perform other duties as assigned.

MINIMUM QUALIFICATIONS: Applicants must be a United States citizen, subject to the exceptions enumerated at <https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>. The successful applicant must be a high school graduate or equivalent and must have a minimum of 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 a demonstrated ability to apply a body of rules, regulations, directives, or laws.

COURT PREFERRED QUALIFICATIONS: Two or more years of courtroom experience at a state or federal court; experience in the federal judicial system and/or with the electronic case filing system (CM/ECF); experience with current versions of Microsoft Outlook and Microsoft Word; and knowledge of legal terminology, processes, and courtroom procedures. A four-year degree from an accredited college or university is highly desirable. Legal experience is preferred.

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 eligible to participate in the Federal Employees Retirement System, Thrift Savings Plan, and health, dental, vision, life and long-term care insurance programs. Employees are entitled to paid leave, periodic grade and step increases, and 11 paid holidays. All employees are subject to mandatory electronic direct deposit of salary payment.

ADDITIONAL INFORMATION: The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either 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 this original announcement without re-posting the position.

The selected applicant will be hired provisionally pending the results of fingerprinting and a thorough background investigation to determine employment suitability. Background investigations are renewed every five years. Candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. **Candidates completing the AO-78 are not required to complete questions 19-21 regarding criminal history.** Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. 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 of an offer of employment, or dismissal after being employed.

Employees are subject to The Code of Conduct for Judicial Employees. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. Judicial employees serve at-will and therefore the selected candidate may be removed from this position at any time.

APPLICATION INSTRUCTIONS: Please email a letter of interest, resume, and completed application form as a single .pdf document to hr@okwd.uscourts.gov. The employment application can be found on our web page at www.okwd.uscourts.gov. Please include the name of the applicant and the vacancy number in the subject line of the email.

Vacancy No. 25-15
Joan Kane, Court Clerk
U. S. District Court, Western District of Oklahoma
William J. Holloway, Jr. U.S. Courthouse
200 NW 4th Street, Rm 1210
Oklahoma City, OK 73102

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