

UNITED STATES DISTRICT COURT
DISTRICT OF NORTH DAKOTA
Office of the Clerk
220 E. Rosser Ave., Suite 476
Bismarck, North Dakota 58501



Court website: www.ndd.uscourts.gov

VACANCY ANNOUNCEMENTS No. 21-06

Position: Courtroom Deputy
Location: Bismarck, North Dakota
Closing Date: September 7, 2021

Starting Salary Range: \$51,709 - \$84,059 (CL 27/1 - CL 27/61)
Pay set commensurate with experience and salary history.

Estimated Starting Date: January 3, 2022

POSITION SUMMARY: The United States District Court for the District of North Dakota is seeking a full-time, qualified Courtroom Deputy. This position is located in the Office of the Clerk of Court and stationed at Bismarck. This challenging position manages the court docket, performs full courtroom duties, prepares orders and judgments, and processes all court related documents. The Courtroom Deputy reports to the Chief Deputy.

REPRESENTATIVE DUTIES: The primary focus of job is to attend court sessions and assist with the orderly flow of proceedings including but not limited to setting up the courtroom, ensuring the presence of all necessary participants, managing exhibits, and scheduling for video and teleconferences at hearings and trials. A Courtroom Deputy takes notes of proceedings and rulings, prepares minute entries, drafts judgments for the judge's approval, enters data and documents into the CM/ECF system. A Courtroom Deputy serves as a liaison between the bar, the clerk's office, and the judge to ensure cases proceed smoothly. Travel to other court offices in the district as required. Performs other duties as assigned.

QUALIFICATIONS: Applicants must have a two year college degree. A bachelor's degree from an accredited four-year college or university is preferred. Experience in a court or legal field may be substituted for the educational requirement. The applicant must have the ability to follow detailed instructions and must have skill and accuracy in data entry. The applicant must have the ability to effectively communicate with judges, counsel, other court employees, and the public. The applicant must have the ability to take notes and summarize proceedings for minute entries. Excellent oral and written communication skills are required. Proficiency in using word processing, email, and PDF processing applications are required. Ability to become proficient in using CM/ECF electronic filing system is required. The successful applicant excels in a team-based work environment and will exhibit, at all times and to all persons, a courteous, professional and cooperative attitude with a self-imposed standard of integrity and excellence.

SALARY AND BENEFITS: The actual pay level will be established on the basis of the successful applicant's qualifications and experience. The position does not carry the tenure rights of positions in the competitive Civil Service. Other federal government benefits (e.g., annual leave, sick leave, holidays, life and health insurance, and retirement benefits) are applicable. The position is subject to mandatory Electronic Funds Transfer (direct deposit) of net pay. The successful applicant must adhere to the Code of Conduct for Judicial Employees and submit to a criminal background check.

MISCELLANEOUS: The United States District Court is an Equal Opportunity Employer and has adopted an Employment Dispute Resolution Plan. Additional EEO information is available from the Office of the Clerk of Court.

APPLICATION PROCEDURE: Submit the following to NDD_Jobs@ndd.uscourts.gov. All documents should be in .pdf format.

1. cover letter specifying how you satisfy the qualifications listed above and why you are interested in the position;
2. resume; and
3. three (3) professional references.

All applications will be maintained in strict confidence with only the hiring authority having knowledge of the applicant's identity.