

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TENNESSEE
OFFICE OF THE CLERK**

VACANCY ANNOUNCEMENT 2021-7

DATE: April 2, 2021

POSITION TITLE: Courtroom Deputy (Full-Time Permanent)

LOCATION: Greeneville, TN

SALARY: CL 26/1 to CL 26/61 (\$47,071 to \$76,499)
Please review the Qualifications section for more information.

CLOSING DATE: Extended through April 23, 2021

POSITION OVERVIEW:

The U.S. District Court Clerk's Office for the Eastern District of Tennessee is recruiting for a Courtroom Deputy for U.S. Magistrate Judge Cynthia R. Wyrick. This position is on the staff of the Clerk of Court. Job duties include:

- Assisting in the management of the Magistrate Judge's caseload.
- Providing courtroom support to the Magistrate Judge.
- Docketing, maintaining, and processing case information, including opening and closing civil and criminal cases; preparing and distributing judgments, orders, and notices; processing civil and criminal paper filed pleadings; and processing all courtroom related paperwork.
- Performing quality control on attorney-docketed entries.
- Collecting and processing fees, restitution payments, and other payments that are received over the counter and in the mail in Cash Register.
- Assisting in the scheduling of contract court reporters and interpreters.
- Acting as a liaison between the Clerk's Office, the Judges, the Bar, and the public.
- Performing other duties as assigned.

The Courtroom Deputy may be required to occasionally lift and/or move heavy boxes of exhibits or files and work after hours due to a delayed or lengthy court proceeding.

QUALIFICATIONS:

To qualify for the position, applicants must have a minimum of one year of specialized experience equivalent to work at the CL-25. Specialized experience includes 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.

The successful candidate should possess effective oral and written communication skills and the ability to relay information to judges and their chambers staff, attorneys, and the public in a timely and accurate manner. In addition, well-developed organizational skills, mature judgment, and the ability to maintain a professional demeanor in a fast-paced working environment is essential. The duties of the position involve effectively managing multiple workload demands, including rapid and repeated schedule changes and the preparation of documents during court

proceedings. Applicants should also have excellent computer skills and proficiency in the use of Microsoft Office 365 applications and Adobe Acrobat.

Prior experience in U.S. District Court operations is highly preferred, including working knowledge of local court rules, practices, procedures, and forms; filing procedures; the Case Management Electronic Case Filing (CM/ECF) system; legal terminology and processes; and courtroom proceedings.

BENEFITS:

Court employees are entitled to the same benefits as other federal employees such as:

- Thirteen days of paid vacation for the first three calendar years, twenty days after three years, and twenty-six days after fifteen years. Thirteen days of paid sick leave and ten paid federal holidays per calendar year.
- Participation in the Federal Employees Health Benefits (FEHB) Program, the Federal Employees Dental and Vision Insurance Program (FEDVIP), and the Federal Employees Group Life Insurance (FEGLI) Program.
- Supplemental benefits, including health and dependent care reimbursement accounts, commuter benefits, and long-term care insurance.
- Participation in the Federal Employees Retirement System with investment opportunities through the Thrift Savings Plan (similar to a 401k).

Current Judiciary employees transferring without a break in service will maintain their current benefits.

APPLICATION PROCESS:

Submit one document in PDF format via e-mail to Human_Resources@tned.uscourts.gov that includes the following:

- A cover letter addressing the qualifications, skills, and experience necessary to perform the job;
- A resume, including a list of professional references; and
- A completed [AO 78, Application for Federal Judicial Branch Employment](#).

Incomplete submissions and submissions that are not received in one PDF document may not be considered.

DISCLOSURES:

- Applicants must be U.S. citizens or eligible to work in the United States.
- Only applicants selected for an interview will be notified. The Court is not authorized to reimburse candidates for travel in connection with an interview or pay for any relocation expenses.
- Employment references may be checked prior to a job offer.
- The successful candidate will undergo a mandatory FBI fingerprint check/background investigation and will be considered a provisional employee pending successful completion of the investigation.
- U.S. District Court employees serve under “Excepted Appointments” and are considered “at will.” Employment can be terminated with or without cause by the Court. Federal Civil Service classifications and regulations do not apply.
- U.S. District Court employees are required to adhere to the [Code of Conduct for Judicial Employees](#) and are subject to strict confidentiality requirements.
- Salary payments are subject to mandatory electronic funds transfer (direct deposit).
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Court may elect to select a candidate from the original qualified applicant pool.
- The United States District Court is an Equal Opportunity Employer and values diversity in the workplace.