



United States District Court, Northern District of Indiana  
204 South Main Street  
South Bend, IN 46601  
[www.innd.uscourts.gov](http://www.innd.uscourts.gov)

**Job Announcement Number: 18-07**

## VACANCY NOTICE

<b>Position Title:</b>	Courtroom Deputy Clerk II	<b>Opening Date:</b>	October 22, 2018
<b>Duty Station:</b>	Hammond, Indiana	<b>Closing Date:</b>	November 9, 2018
<b>Status:</b>	Full-time		
<b>Salary:</b>	CL 27 (\$54,086 to \$87,967) Starting salary commensurate with work experience, education, and qualifications. Generally, applicants start in the low to middle of the above range.		

### Introduction:

The United States District Court for the Northern District of Indiana is accepting applications for the position of full-time Courtroom Deputy Clerk II. This position is in the Hammond Division and will be assigned to incoming Magistrate Judge Joshua P. Kolar. The incumbent has sole responsibility for the assigned caseload and independently manages cases by calendaring and regulating their movement; monitors document filing and responses to judicial orders; attends court sessions and conferences; assists with proceedings; acts as liaison among the clerk's office, the bar, and the judge to ensure cases proceed smoothly; and serves as the primary source of information on scheduling conference, hearings, trials, and other case processes. This position may provide assistance to other courtroom deputies and to the clerk's office including, but not limited to, general office duties, court events, and other special projects.

### Representative Duties:

Manage judge's cases by calendaring, including distributing and monitoring deadlines, monitoring filing of pertinent documents, and timely responses to judicial orders; calendar and regulate case movement; serve as primary source of information on and responsible for scheduling conferences, hearings, trials, and other case processes; record court proceedings. Manage and organize exhibits used in court proceedings. Coordinate with systems staff on setting up and troubleshooting electronic evidence presentation systems. Attend court sessions and conferences. Assist with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Take notes of proceedings, rulings, notices and prepare minute entries electronically. Review cases or reports for necessary actions. Keep judge and immediate staff informed of case progress; assist the judge and parties in jury selection, and maintain records of jury selection and attendance; act as liaison between the clerk's office, the bar, the public, and the judge to ensure that cases proceed smoothly and efficiently; and maintain contact with counsel during deliberations. Schedule court reporters and interpreters; process transcripts; arrange for transcriptions; answer questions from parties and the public regarding obtaining transcripts. Refer defendants to probation office as appropriate. Inform jury clerk of upcoming trials, needs for jurors, etc. Draft orders and judgments for the judge's approval including judgment commitment orders. Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems. Coordinate hearings. Assist in the accurate statistical reporting requirements of the Administrative Office. Review the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings. Liaise with systems staff to ensure all facets of technology used in

the courtroom is tested and fully operational. May perform case administration duties and/or provide training or assistance to employees performing case administration duties, and administrative tasks such as financial transactions.

**Qualifications:**

This fast-paced and challenging position requires incumbent to present a professional demeanor at all times, possess strong organizational, analytical, oral, and written communication skills. Must be knowledgeable in the use of legal terminology, able to apply a body of rules, regulations, directives or laws, and proficient in the use of automated systems. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, and foster high ethical standards.

High school graduation or equivalent, with a minimum of two years general experience and three years of specialized experience (including one year equivalent work at the Classification 26), preferably acquired in a court or legal field. College degree, higher education courses, and/or district court experience preferred.

*\*General experience* is progressively responsible clerical, office or other work that indicates the possession of, or ability to acquire, the particular knowledge, skills, and abilities needed to perform the duties of the position.

*\*\*Specialized experience* is 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 and/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.

**Conditions of Employment:**

Employees of the United States District Court serve under excepted appointments and are considered “at will” employees. All application information is subject to verification. Appointment to this position is provisional, contingent upon a background check. Judiciary employees are required to adhere to the Code of Conduct for Judicial Employees. All applicants must be U.S. citizens or be eligible to work in the United States. All appointments are subject to mandatory electronic direct deposit of salary payments.

**Benefits:**

A generous benefits package is available and includes: a minimum of 10 paid holidays per year; paid annual leave; paid sick leave; retirement benefits; optional participation in the Thrift Savings Plan, choice of Federal Employees’ Health Benefits, choice of supplemental dental and vision insurance, Flexible Benefits Program, Commuter Benefit Program, Long-Term Care Insurance, long-term disability plan; and credit for prior government experience.

**How to Apply:**

Qualified applicants are invited to submit a cover letter, current detailed resume, college transcripts (if applicable) and an Application for Judicial Branch Employment Form AO-78 found on the court’s website ([Application Form](#)) Applicant packets must be received by close of business November 9, 2018 to be considered and will not be considered until all items listed above have been received. All materials should be sent in **one pdf document** to: **humanresources@innd.uscourts.gov**

Detailed job description is available here: [Courtroom Deputy Job Description](#)

The United States District Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, and/or to fill the position earlier than the closing date. Any such actions may occur without prior written or other notice.

**Participation in the interview process will be at the applicant’s own expense. The court will not pay for relocation expenses. Only those applicants selected for an interview will be contacted.**

*The United States District Court is an equal opportunity employer.*