

<b>Job Title</b>	Courtroom Deputy II	CL 27
<b>Occupational Group</b>	Operational Court Support	

**Job Summary**

Courtroom deputies perform general or specialized court or courtroom functions such as operation of courtroom technology (e.g. document camera, audio systems, and touch panels); calendaring; and/or similar courtroom services work. The duties involve managing the judge’s caseload, attending and logging court proceedings, processing orders, and recording proceedings. This job entails a high level of knowledge and complexity regarding court or courtroom operations. In addition, they function at the fully proficient level of courtroom work, including complete calendar responsibilities.

- 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 be responsible for scheduling conferences, hearings, trials, and other case processes.
  - Record court proceedings. Manage and organize exhibits used in court proceedings. 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. 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. Take notes of proceedings, rulings, notices and prepare minute entries electronically.
  - Liaise with systems staff to ensure all facets of technology used in the courtroom is tested and fully operational.
  - Coordinate with systems staff to troubleshoot electronic evidence presentation systems.
  - May perform case administration duties and/or provide training or assistance to employees performing case administration duties, and administrative tasks such as financial transactions.

- Factor 1 – Required Competencies (Knowledge, Skills, and Abilities)**
- Court Operations**
- Knowledge of federal and local rules. Knowledge of legal terminology and legal documents. Knowledge of statistical reporting requirements to adhere to Administrative Office policy.

Knowledge of courtroom proceedings and applicable requirements (including time requirements). Knowledge of how cases are assigned. Knowledge of how cases proceed through the court system.

- Knowledge of implications of judge's orders and decisions. Knowledge of judge's preferences. Skill in processing requests for transcripts of court proceedings. Skill in creating detailed logs of proceedings and participants. Ability to record court proceedings electronically. Ability to understand and follow detailed instructions. Ability to administer oaths, manage exhibits, and call the calendar. Ability to take accurate notes and summarize the court proceedings. Ability to review filed documents to determine whether procedural requirements have been met.
- Knowledge of the boundaries of authority. Ability to multi-task under strict deadlines. Knowledge of the purpose, format and distribution of legal documents, and how to process, issue, and certify documents. Knowledge of timeliness and deadlines for tracking and closing cases. Knowledge of procedures for public access to court files. Knowledge of mailing options and requirements. Skill in determining appropriate course of action for disposition of case. Knowledge of court calendars and docket requirements. Skill in checking for prohibited filings and unpaid fees on prior filings.
- Knowledge of case flow techniques, Speedy Trial Act implications, and overall construction of judges' cases.
- Ability to track motions, deadlines, and orders and generate statistical and operational reports.

#### **Judgment and Ethics**

- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

#### **Written and Oral Communication/Interaction**

- Ability to communicate effectively (orally and in writing) to individuals and groups to provide information and conduct jury orientations. Ability to communicate with parties and answer procedural questions without providing legal advice.

#### **Information Technology and Automation**

- Skill in the use of automated equipment including word processing applications, requisite court computer programs, electronic case management systems, and automated systems used in the courtroom.

#### **Factor 2 – Primary Job Focus and Scope**

Courtroom deputies at this level of function are responsible for the full range of courtroom activities, including managing the judge's caseload and providing courtroom and other assistance as necessary (e.g. court calendars, court proceedings, recordings/minutes, drafting judgments, etc.) Full calendaring activities are performed. The tasks performed by the Courtroom Deputy assist the judge in keeping the trial or hearing running smoothly and orderly, and ensure that the official court process results in a timely resolution for the involved parties.

#### **Factor 3 – Complexity and Decision Making**

Courtroom deputies working at this level of function are generally responsible for the full array of courtroom deputy duties. The work involves making independent decisions within the context of federal and local court rules and policies. Employees resolve problems, questions, and daily court services issues based on thorough knowledge of, and experience with, court policies, practices, and guidelines. Additionally, full calendar management entails complex decision-making. Ability to analyze and report problems with technology used in the courtroom.

**Factor 4A – Interactions with Judiciary Contacts**

The primary judiciary contacts are judges and chambers staff, peers, and clerk's office staff for the purpose of managing a judge's caseload. Employees may also provide training, guidance, and assistance to case administration staff.

**Factor 4B – Interactions with External Contacts**

The primary external contacts are attorneys, litigants, the public, and other governmental agencies acting as liaison on behalf of the judge and the clerk's office for the purpose of coordinating court proceeding. Courtroom deputies may also interact with contracted court interpreters for the purpose of scheduling.

**Factor 5 – Work Environment and Physical Demands**

Work is performed in an office setting or a courtroom. Some lifting may be required to handle and set up equipment in the courtroom.