

<b>Job Title</b>	Case Administrator/Courtroom Deputy I	CL 26
<b>Occupational Group</b>	Operational Court Support	

### **Job Summary**

In the courtroom deputy I function, the incumbent performs general and specialized case management functions. 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, the incumbent supports courtroom operations by either recording proceedings or assisting with calendar responsibilities.

In the Case Administrator function, the incumbent is responsible for docketing, maintaining and processing case information, and managing the progression of cases to final disposition in accordance with approved internal controls, procedures, and rules. The incumbent is responsible for noticing, managing the progression of cases, maintaining official case records, monitoring the completion of required procedural steps, reviewing the filed documents to determine conformity and taking appropriate action, ensuring that all orders and automated entries are appropriately and accurately docketed, and making summary entries on the docket of all documents and proceedings. The incumbent may be asked to specialist in one or more of the above described areas.

### **Representative Duties**

- Record court proceedings. Manage and organize exhibits used in court proceedings, including 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 action.
- 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.
- Inform Jury Administrator 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 all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings.
- Perform case administration duties and/or provide training or assistance to employees. Operate courtroom technology equipment as needed.
- Receive and docket terminating documents. Perform quality control on attorney-docketed entries. Prepare and distribute judgments, orders, and deficiency notices. Set schedules for briefing and record preparation.
- Check for prior or prohibited filing. Verify attorney's authority to practice. Monitor for release of exhibits and sealed documents. Verify and issue summons.
- Perform criminal docketing by applying the rules of the Speedy Trial Act. Analyze Speedy Trial Reports and ensure that criminal proceedings are scheduled in a timely manner.
- Provide case information to the public, bar, and the court.
- Transmit records to appropriate court. Ensure event codes are entered accurately.
- Perform other duties as assigned.

**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 federal and local court practices, procedures, and forms.
- Knowledge of the purpose, format, and distribution of legal documents and how to process, issue, and certify documents. Knowledge of case assignment process. Knowledge of the full range of documents (i.e., pleadings, correspondence, transcripts, etc.). 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.
- Skill in determining appropriate course of action for disposition of a case. Knowledge of documents required for closing cases. Knowledge of docketing requirements. Skill in making docket entries.
- Knowledge of case flow techniques, Speedy Trial Act implications, and overall construction of judges' cases.
- Ability to track motions, deadlines, and orders and general 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, advise filers of errors, and conduct jury orientations. Ability to communicate with parties and answer procedural questions without providing legal advice.
- Ability to provide timely, accurate, and candid information to peers, supervisors, and colleagues.

**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. Skill in using automated systems and equipment to review dockets and documents.
- Knowledge of courtroom technology equipment.

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

One primary focus of the job is to perform 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.) The tasks performed by the Courtroom Deputy assist the judge in keeping the trial or hearing running smoothly and orderly, and ensures that the official court process results in a timely resolution for the involved parties. Another primary focus of the job is to monitor the quality and completeness of official case records and other documents, ensuring compliance with requirements, regulations, and policies. The job also focuses on monitor the timely and accurate progress of cases to closing to ensure their orderly and efficient movement through the court. This position is critical in moving a case through the judicial system. Although the ultimate responsibility lies with the Judge, the actual movement of the case as experienced by the party is primarily determined by this position. Correct docketing and entry of orders timely

will be perceived by the public as an efficient and effective judicial process. Errors by the Case Administrator may have the ultimate consequence of affecting the outcome of a legal matter. Any error in judgment will affect the ability of the system to process the case timely, and could have an effect on the perception of the court to the national body governing the courts.

**Factor 3 – Complexity and Decision Making**

Courtroom Deputies 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. Case Administrators monitor and review a wide variety of case documents and make decisions as to subsequent action including preparation of cases for closing. The Case Administrator also interprets and summarizes a variety of legal documents, and continuously tracks case progression for the purpose of maintaining accurate and complete court records. The employee must resolve problems, questions, and daily court services issues based on thorough knowledge of, and experience with, court policies, practices, and guidelines.

**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; also chambers staff and staff of other courts for the purpose of verifying, clarifying, and updating the status of cases. 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; and verifying, clarifying, and updating the status of cases. Courtroom deputies may also interact with contracted court interpreters for the purpose of scheduling. May participate in occasional naturalization ceremonies which requires interaction with new citizens in the community.

**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. Occasional travel within the district may be required.