

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF NORTH CAROLINA**

**Case Administrator/Courtroom Deputy**

**Vacancy Announcement No: 15-02**

**Location:** Raleigh, North Carolina

**Salary Grade/Range:** CL 24 (\$36,124 - \$58,711)\*

**Promotional Potential:** CL 25 (\$39,883 - \$64,870)

\*Depending upon experience and qualifications

**Opening Date:** April 24, 2015

**Closing Date:** Open Until Filled\*\*

\*\* First /Initial Cut-off Date: May 13, 2015

**Description of Vacancy:**

The United States District Court for the Eastern District of North Carolina is seeking qualified applicants for a full-time Case Administrator/Courtroom Deputy. This individual performs a variety of functions to support the court and serve the bar and the public. Representative duties include, but are not limited to, opening and closing cases; preparing case-related correspondence; issuing summonses and warrants; reviewing documents for completeness and conformity with the federal and local rules and the policies of this district; photocopying and scanning documents; making docket entries in the Case Management/Electronic Filing System (CM/ECF); serving notices, orders, and judgments; running case management reports in CM/ECF to monitor deadlines; maintaining the official court record and managing the progression of cases from case opening to final disposition; processing appeals; creating and distributing court calendars; and responding to case-related telephone inquiries from attorneys, self-represented litigants, agencies, and the public. The Case Administrator/Courtroom Deputy is expected to become fully cross-trained in civil, prisoner, and criminal case management and will support the judge teams and divisional offices throughout the district. As a courtroom deputy, the incumbent will assist the judges of this district, including visiting judges, with the courtroom proceedings which includes, but is not limited to, coordinating the set-up of the courtroom, calling the calendar, impaneling and managing the jury, administering the oath to witnesses and interpreters, preparing the minutes, managing exhibits, preparing jury vouchers, collecting data and preparing statistical reports. The Case Administrator/Courtroom Deputy may also be called upon to support other areas of the Clerk's Office and perform other duties as assigned to include, but not limited to, assisting the public at intake, retrieving and processing incoming and outgoing mail, assisting the jury clerk, and records management. Some travel to divisional offices is required, especially for courtroom support and temporary office duty, which may or may not require an overnight stay. On occasion, the Case Administrator/Courtroom Deputy may be required to work in excess of a regular eight-hour day or to work an altered work schedule to support the operations of the court, without additional compensation.

**Qualifications:**

To qualify for the position, an individual must have a high school diploma or equivalent. Preference will be given to applicants with a four-year degree from an accredited college or university or a North Carolina State Bar Paralegal Certification. At least two years of progressively responsible clerical and administrative experience in a law office or court, which includes familiarity with case management, rules of procedure, and electronic filing, is

preferred. Knowledge of the Eastern District of North Carolina Local Rules of Practice and Procedure and the Federal Rules of Civil and Criminal Procedure is also preferred. The Case Administrator/Courtroom Deputy must be a self-starter, extremely detail-oriented, and possess exceptional organizational and oral and written communication skills. The candidate must be able to enter a high volume of complex data into an automated case management system accurately, adhere to stringent deadlines, and interact effectively with judges, attorneys, litigants, and court personnel. The candidate must be able to work calmly under pressure, handle multiple tasks simultaneously, and adapt easily to change. The candidate must be proficient in WordPerfect, Microsoft Word, Adobe Acrobat, and able to work in additional Windows-based applications. A judicial employee must maintain a professional appearance and demeanor at all times.

**Conditions of Employment:**

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. Applicants will be required to submit to a background investigation (including references, criminal history, and credit history) before an offer of employment is made. The person selected for this position will also be required to submit fingerprints for an FBI background check.

**Benefits:**

Judicial Branch employees are considered "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other government employees including: paid annual and sick leave, ten paid holidays per year, health and life insurance, a flexible benefits program, a portable retirement plan with matching contributions, flexible work schedule, and a professional environment. Salary will be based on experience and qualifications. Electronic Fund Transfer (EFT) for payroll deposit is required.

**Application Procedures:**

All interested persons should submit a single PDF version of the application package which is to include the following documents: a cover letter, resume, the official AO 78 Application Form, a copy of the last two performance evaluations, a copy of college or university transcripts, and a list of three references. The official AO78 application may be obtained at <http://www.nced.uscourts.gov/employment>. Preference will be given to application packages that are received by the first/interim cutoff date.

**Application packages should be emailed to: [NCE\\_HumanResources@ncep.uscourts.gov](mailto:NCE_HumanResources@ncep.uscourts.gov)**

Travel and relocation expenses will not be reimbursed. This agency provides reasonable accommodations to applicants with disabilities. All employees are required to adhere to the "Code of Conduct for Judicial Employees" that is available for review upon request. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time before the closing date (if a closing date is noted), any of which actions may occur without any prior written or other notice. Due to the volume of applications received, only candidates in consideration for this position will be contacted.

-THE COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER-