

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

**Case Administrator/Courtroom Deputy
Vacancy Announcement No: 15-03**

Location: Raleigh, North Carolina

Salary Grade/Range: CL 23 (\$32,617 - \$53,016)*

Promotional Potential: CL 26 (\$43,944 - \$71,402)

*Depending upon experience and qualifications

Opening Date: May 13, 2015

Closing Date: Open Until Filled**

** First /Initial Cut-off Date: May 29, 2015

Description of Vacancy:

The U.S. District Court for the Eastern District of North Carolina is seeking qualified applicants for a full-time Case Administrator/Courtroom Deputy. This position performs a variety of functions to support the Court and serve the bar and the public. The Case Administrator/Courtroom Deputy will be assigned to U.S. District Judge Terrence W. Boyle and will be responsible for the case management of and courtroom proceedings for all civil cases assigned to him. The Case Administrator/Courtroom Deputy is responsible for ensuring cases proceed smoothly and efficiently. The incumbent will also work closely with Judge Boyle's criminal Case Administrator/Courtroom Deputy and is expected to become fully cross-trained in criminal case management and courtroom proceedings in order to assist and support other team members. Travel to Elizabeth City, North Carolina is routinely required and involves overnight lodging.

Representative duties include, but are not limited to, opening and closing cases; preparing case-related correspondence; issuing summonses; reviewing documents for completeness and conformity with the federal and local rules and the policies of this district; photocopying and scanning documents; making summary docket entries and performing quality assurance reviews in the Case Management/Electronic Filing System (CM/ECF); preparing and serving notices, orders, and judgments; running case management reports in CM/ECF to monitor deadlines and undertake appropriate action; maintaining the official court record and managing the progression of cases from case opening to final disposition; processing appeals; creating and distributing the judge's calendar; responding to court procedures and case-related inquiries from attorneys, self-represented litigants, agencies, and the public. The Case Administrator/Courtroom Deputy will assist the judge with 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, managing exhibits, preparing the minutes of the proceeding, 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. 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 four-year degree from an accredited college or university or a North Carolina State Bar Paralegal Certification. A law degree and extensive legal experience in another court or

law office is also preferred. The candidate must have at least two years of specialized experience involving legal terminology and demonstrated ability to apply a body of rules, regulations, directives, or laws. Knowledge of civil litigation, the Federal Rules of Civil Procedure, the Eastern District of North Carolina Local Rules of Practice and Procedure, and CM/ECF is essential. Knowledge of the Federal Rules of Criminal Procedures is also preferred. The candidate must possess the ability to communicate information accurately, professionally, and in a timely manner to individuals within and outside the court unit. The Case Administrator/Courtroom Deputy must have a positive attitude and be service oriented. The candidate must be a self-starter and extremely detail-oriented and possess extraordinary 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 Microsoft Word, Adobe Acrobat, Excel, and WordPerfect 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 extended. 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 must submit a single PDF version of the application package which is to include the following documents: a cover letter, resume, a list of three references, and the official AO 78 Application Form. The official AO 78 Application Form may be obtained at <http://www.nced.uscourts.gov/employment>. Preference will be given to application packages that are received by the first/interim cut-off date.

Application packages should be mailed to: 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" which 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-