

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OKLAHOMA
VACANCY ANNOUNCEMENT – COURTROOM DEPUTY FY # 24-07

BASIC INFORMATION

Position Title:	Courtroom Deputy
Employment Type:	Full-Time, Permanent
Location:	Tulsa, Oklahoma
Area of Consideration:	Open to All Qualified Applicants
Grade/Annual Salary Range:	CL 26/01 - CL 27/61, \$52,831 - \$94,338 (depending on qualifications & experience)
Opening Date:	July 30, 2024
Closing Date:	Open Until Filled (to ensure consideration, apply by August 16, 2024)
Anticipated Report Date:	TBD

The United States District Court for the Northern District of Oklahoma is seeking qualified applicants for the position of Case Administrator. The Court is comprised of 11 judicial officers and a Clerk’s Office staff of 38 employees. Whether launching or continuing a career in public service, the Clerk’s Office for the Northern District is a great place to work with competitive salaries and benefits and the opportunity to work with colleagues committed to fulfilling the important mission of administering justice in an efficient and effective manner.

POSITION OVERVIEW

The Courtroom Deputy performs general and specialized court and courtroom functions, including managing the judge’s caseload, attending and logging court proceedings, and processing orders. This job requires a high level of knowledge regarding court and courtroom operations, some of which are complex. In addition, the person in this position must be able to function at the fully proficient level of courtroom work, including complete calendar and other reporting responsibilities. This position reports directly to the Operations Manager.

This position offers an opportunity for a motivated and competent individual to gain the broad range of experience and exposure necessary to become competitive for positions of greater responsibility within the Judiciary.

REPRESENTATIVE DUTIES

- Assists with the management of judge’s cases by calendaring and regulating their movement; monitoring filing of pertinent documents and timely responses to judicial orders; and setting dates and times for hearings, trials, and conferences.

- Keeps judge and immediate staff informed of case progress.
- Attends court sessions and assists with orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits.
- Takes notes of proceedings and rulings and prepares minute entries.
- Drafts orders as directed.
- Informs jury department of upcoming trials, need for jurors, etc.
- Assists judge and parties in jury selection and compiles records of jury selection and attendance.
- Acts as liaison between the Clerk's Office, the bar, and the judge to ensure cases proceed smoothly.
- Serves as a source of information on scheduling conferences, hearings, trials, and other case processes.
- Performs backup duties for other Magistrate and Article III courtroom deputies, as required.
- Performs other duties, as assigned.

QUALIFICATIONS

Required Qualifications

- Must be a high school graduate, or equivalent.
- For CL-26, must possess a minimum of at least one year of specialized experience.
- For CL-27, must possess a minimum of two years of specialized experience.

Specialized experience is defined as 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 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.

Court Preferred Qualifications

- Prior courtroom experience and knowledge of courtroom procedures.
- Experience using a Case Management/Electronic Case Filing (CM/ECF) program.
- Experience using Microsoft Office products.
- Bachelor's Degree.

JOB REQUIREMENTS

- Must exhibit the highest standards of excellence, integrity, and customer service, and display, at all times and to all persons, a courteous, professional, and cooperative attitude.
- Must have the ability to maintain strict confidentiality.
- Must have the ability to take initiative and work successfully and collaboratively in a team-based environment where accuracy and attention to detail and procedure is critical.
- Must have the ability to work calmly under pressure, handle multiple tasks simultaneously, and adapt easily to change.
- Must have the ability to analyze problems and assess the practical implications of alternate

solutions.

- Must have the ability to prioritize tasks and work assignments and consistently meet deadlines and targeted goals.
- Must have the ability to learn, understand, and use the Court's software programs.
- Must have the ability to learn, understand, and apply data quality principles/practices.
- Must have the ability to learn and apply a body of rules, regulations, directives, or laws.
- Must have the ability to employ one's knowledge, skills, and abilities in the resolution of problems.
- Must have solid computer skills.
- Must have excellent verbal and written communication and interpersonal skills.
- Must be well organized, detail-orientated, and self-motivated.
- Must be dependable and have a strong work ethic.
- Must display a pleasant and positive attitude and be service oriented.

CONDITIONS OF EMPLOYMENT

Applicants must be United States Citizens or eligible to work in the United States. Judiciary employees serve under excepted appointments, are considered "at-will", and serve at the pleasure of the court. All court employees are required to adhere to a Code of Conduct which can be reviewed [here](#). A background investigation, including an FBI fingerprint and criminal records check, will be conducted. The selectee will be hired provisionally pending successful completion of the investigation and receipt of a favorable suitability determination. Court employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit. If hired at a lower level, promotion to a higher level, budget allowing and when determined qualified, could occur without further competition.

BENEFITS

A generous benefits package is available which includes a minimum of 11 paid holidays; paid annual and sick leave; health, life, and long-term care insurance benefits; flexible benefits, a retirement plan, a Thrift Savings Plan(401K), and wellness and employee assistance programs. For more information, please click [here](#). Also, the Federal Courthouse has an onsite fitness center and parking is provided.

OTHER/GENERAL INFORMATION

Participation in the interview process will be at the applicant's expense and relocation expenses will not be provided. The Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written notice. Only applicants selected for an interview will be contacted. If selected for an interview, any related expenses will not be reimbursed. More than one vacancy may be filled under this announcement.

APPLICATION INFORMATION

To apply for this position, please submit: (1) a cover letter which addresses qualifications, skills, and experience necessary to perform the job duties; (2) a chronological resume; (3) a list of three professional references including contact information; and (4) an Application for Judicial Branch Federal Employment (Form AO-78). The application form can be found [here](#). The Optional Background Information on Page 5 of the application is not required for this position.

The documents can be emailed, in one pdf, to okndhr@oknd.uscourts.gov or mailed to U. S. District Court, Northern District of Oklahoma, Attention: Human Resources Office, Page Belcher Federal Building, 333 W. 4th Street, Suite 411, Tulsa, OK 74103. Questions can be directed to 918-699-4841.

The United States District Court is an Equal Opportunity Employer



TOTAL COMPENSATION STATEMENT

*** SAMPLE FOR ILLUSTRATION PURPOSES ONLY ***

POSITION: Courtroom Deputy, Full-Time
LOCATION: Tulsa, Oklahoma
STARTING LEVEL: CL 26/01 – CL 26/61
SALARY: \$73,584 per Annum

The Federal Judiciary provides a generous benefit package which, in addition to salary, is an important component of total compensation. This total compensation statement illustrates the value of the Federal Judiciary benefits. Please be advised that the information is tailored to this position as above, however some of the individual benefit values may vary based on your benefit choices.

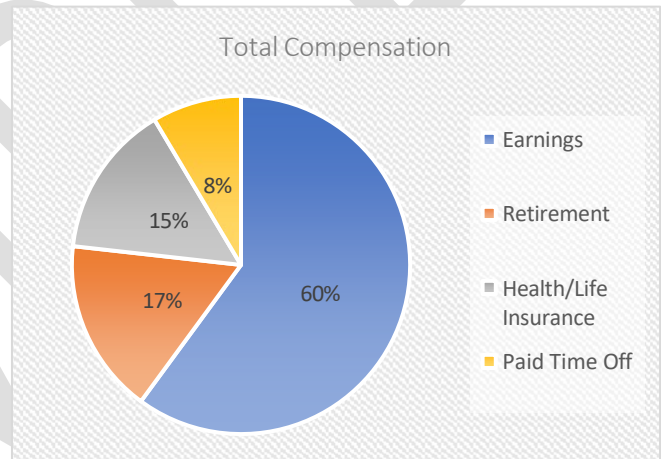
EARNINGS

\$73,584

Retirement Benefits \$20,382.77
 Health/Life Insurance \$16,948.07
 Paid Time Off \$10,471.57

TOTAL EMPLOYER CONTRIBUTIONS \$47,802.41

Employer contributions represent 39.38 % of total compensation



TOTAL COMPENSATION

\$121,386.41

EMPLOYER CONTRIBUTIONS

Retirement Benefits

- ❖ Retirement - Basic Benefit (FERS) 16.5 – 18.4% of basic pay for FY24, varies by type of FERS employee (FERS, FERS RAE or FERS FRAE)
- ❖ Thrift Savings Plan - Automatic Contribution 1% of Basic Pay for FERS employees
- ❖ Thrift Savings Plan - Employee Matching Up to an additional 4% of Basic Pay
Judiciary matches dollar for dollar for the first 3%, then 50 cents for every dollar contributed after that, up to 5%
- ❖ Social Security 6.2% of earnings up to SS Wage Base

Health /Life Insurance

- ❖ Health Insurance – FEHB Approximately 72% of FEHB Premium
- ❖ Life Insurance - FEGLI BASIC option \$.075 per every \$1,000 of insurance

Paid Time Off

- ❖ Sick Leave 4 hours per pay period = 104 hours per year
- ❖ Annual Leave 4 – 8 hours per pay period based on length of service
 - 0 – 3 years = 104 hours/year*
 - 3 – 15 years = 160 hours/year*
 - 15+ years = 208 hours/year*
- ❖ Paid Holidays 11 federal holidays

ADDITIONAL BENEFITS

- ❖ Dental Insurance, *premiums paid on a pre-tax basis*
- ❖ Vision Insurance, *premiums paid on a pre-tax basis*
- ❖ Flexible Spending Accounts, *contributions paid on a pre-tax basis*
- ❖ Paid Parental Leave, *12 weeks*
- ❖ Long-term Care Insurance
- ❖ Employee Recognition Program
- ❖ Professional Education and Training
- ❖ Benefit and Retirement counseling and training
- ❖ Onsite Gym
- ❖ Employee Assistance Program (EAP)