



POSITION ANNOUNCEMENT

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF ALABAMA

Position Title:	Case Administrator/Courtroom Deputy
Grade Range:	CPS CL 25 / CL 26
Starting Salary Range:	CL 25 (\$42,415)- CL 26 (\$51,109)
Location:	Birmingham, AL
Opening Date:	8/12/2020
Closing Date:	Open until filled

**** With promotional potential to CL 26/27 without further competition and dependent upon qualifications and available funding.**

POSITION OVERVIEW: Courtroom deputies perform court functions such as calendaring, managing the judge's caseload, attending and logging court proceedings and processing orders. Performs case management, calendar responsibilities and docketing to assist the judge with case progression.

DUTIES: Review all electronic filings made by outside users for quality control to ensure that correct documents are filed, required filing fees paid, correct docket entries are used, and take other appropriate corrective action as needed. Review and coordinate the processing of orders with parties, judicial officers and chambers staff.

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.

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. Makes summary entries of all documents and proceedings on the automated CM/ECF docket.

Coordinate hearings. Assist in the accurate statistical reporting requirements of the Administrative Office. Other duties as assigned.

MISCELLANEOUS: The U. S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or fill the position earlier than the closing date.

HOW TO APPLY: Persons interested in applying for this position should submit a letter with resume detailing background, experience, and qualifications, three professional references, fully completed AO-78 (Judicial Branch Federal Employment application) which is available from the court's website at www.alnd.uscourts.gov to:

Shiretta Houser
Human Resources Specialist
U.S. District Court- NDAL
1729 5th Avenue North
Birmingham, AL 35203

EQUAL OPPORTUNITY EMPLOYER