



**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF ALABAMA**  
<https://www.alnd.uscourts.gov/>

**JOB OPPORTUNITY NUMBER: ALND 23-12**

**POSITION: Courtroom Deputy**

**LOCATION: Birmingham, AL**

**OPENING DATE: September 12, 2023    CLOSING DATE: Open until Filled**  
**\* Applications received by September 27, 2023, will receive priority consideration. \***

**CLASSIFICATION LEVEL: CL 27**

**STARTING SALARY: \$55,698 - \$90,569**

**The actual starting salary is dependent upon experience and qualifications.**

**SUMMARY**

The Clerk's Office of the U.S. District Court for the Northern District of Alabama is comprised of over 50 professional staff providing administrative and operational support to 15 federal judges located across 7 geographical divisions. The District enjoys a friendly and talented workforce, an interesting and evolving workload, and collegial agency relationships across the Executive and Judicial Branches of the U.S. Government.

**POSITION OVERVIEW**

This position is organized in the Operations section of the U.S. District Court Clerk's Office, with responsibilities supporting a U.S. District Judge in scheduling, Court communications, hearing and trial preparations, and other requirements at the judge's discretion. The incumbent is responsible for managing the judge's calendar and ensuring smooth and efficient court operations. **Travel between the geographical divisions is necessary to support court operations. Limited situational telework may be available per policy at the discretion of the Clerk of Court.**

**DUTIES AND RESPONSIBILITIES**

- Manage judge cases and caseloads, including distributing and monitoring deadlines, monitoring filing of pertinent documents, and timely responses to judicial orders.
- Coordinate and serve as the primary source of information for scheduling conferences, hearings, trials, and other case processes.
- Calendar and regulate case movement. Review cases or reports for necessary actions. Timely manage preliminary and supplementary processes and documents. Prepare all necessary paperwork for the judge prior to civil and criminal hearings and conferences.
- Attend court sessions and conferences. Assist with the orderly flow of proceedings. Manage and organize exhibits. Take notes of proceedings and prepare minute entries.
- Inform jury clerks of upcoming trials, needs for jurors, etc. Draft orders and judgments

- for the judge's approval. Docket orders, pleadings, judgments, and minutes, as directed.
- Coordinate court reporters and court interpreters, arrange for transcriptions, process transcripts, and answer questions from parties and the public on obtaining transcripts.
  - 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. Maintain contact with counsel during deliberations.
  - Refer defendants to the U.S. Probation Office, as appropriate.
  - Review the quality of electronically filed documents, and make summary entries on the docket of all documents and proceedings. Assist in accurate statistical reporting.
  - Provide Courtroom Deputy coverage and support a duty rotation, as required.
  - Dependent on workload, may perform docketing duties and/or provide training or assistance to employees performing docketing duties.
  - Dependent on workload, may manage or support Clerk's Office Programs such as Attorney Admissions, Contract Interpreters, eVoucher, Naturalizations, Records, etc.
  - Perform other duties, as assigned.

## CONDITIONS OF EMPLOYMENT

- Employees must be United States citizens or eligible to work in the United States.
- Employees will be hired provisionally pending the results of a background investigation.
- Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.
- Positions with the United States District Court Clerk's Office are **Excepted Service** appointments. Excepted service appointments are at-will and can be terminated with or without cause by the Clerk of Court.

## MINIMUM QUALIFICATIONS

Applicants must have a minimum of two years of specialized experience that includes progressive knowledge and responsibility in courtroom processes, procedures, and requirements. Experience in federal or state court administration is preferred.

Other Requirements: The incumbent must be detail-oriented and possess strong interpersonal, organizational, customer service, and problem-solving skills; able to communicate accurately, effectively, and timely with colleagues, senior executives, and across agencies; and skilled in the use of automated systems and software, including word processing, spreadsheets, and databases.

## EDUCATION

Applicants must possess a high school diploma, or equivalent. A college degree is preferred.

## BENEFITS

A generous benefits package is available and includes:

- Paid annual leave (13-26 days, depending on federal service accrued)

- Paid sick leave (13 days)
- Paid holidays (11 days)
- Retirement benefits (e.g., immediate matching contributions in the Thrift Savings Plan)
- Optional participation in Federal Employees' Health Benefits, supplemental Dental and Vision Insurance, and Federal Employees' Group Life Insurance

## **APPLICATION INFORMATION**

Interested applicants must submit four (4) items combined into a single PDF:

- 1) a cover letter;
- 2) a resume;
- 4) a list of professional references; and
- 3) a completed Federal Judicial Branch [Application for Employment \(AO 78\)](#).

Submit materials electronically to [personnel@alnd.uscourts.gov](mailto:personnel@alnd.uscourts.gov). Hard copies and faxed copies of applications will not be accepted.

Only applicants selected for an interview will be contacted.

**The U.S. District Court is an Equal Opportunity Employer.**