

**UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF COLORADO  
Denver, Colorado**



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**Vacancy Announcement # 2017-03-USDC**

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The Clerk's Office of the United States District Court for the District of Colorado, located in Denver, Colorado is accepting application for a *Courtroom Deputy Clerk position*.

Announcement Number: 2017-03-USDC

Position Title: Courtroom Deputy Clerk  
for the United States District Court for the District of Colorado

Classification Level range: CL 24 – CL 27

Annual salary range for CL 24/step 1 – CL 27/step 25  
\$38,132 – \$63,691

Salary placement above step 25 of the CL in which the applicant qualifies is based on: determination of specialized/court preferred skills, Court Personnel System regulations, and the final discretion of the Court Unit Executive. Classification Levels range from step 1 to step 61.

New hires (including transfers from within the Judiciary) require a mandatory 12-month probationary period. An internal reassignment (current employees of the U.S. District Court for the District of Colorado) requires a mandatory 6-month probationary period.

This position has promotional potential to CL 27 as designed through career ladder growth and will be effective only after successful completion of the following eligibility policy for Courtroom Deputy Clerk positions.

The District of Colorado promotion eligibility policy for Courtroom Deputy Clerk positions are as follows:

- Two (2) years at CL 24 to be eligible for CL 25
- Two (2) years at CL 25 to be eligible for CL 26
- Three (3) years at CL 26 to be eligible for CL 27

Opening Date: December 16, 2016

Closing Date: January 13, 2017

## Position Introduction

The Clerk's Office of the U.S. District Court for the District of Colorado provides effective and efficient administrative and case management assistance and support to the judicial officers of the Court as well as to all others requiring services of the Court. The Courtroom Deputy Clerk is primarily responsible for performance of general and specialized court or courtroom functions such as electronic court recording operator (ECRO) duties, calendaring, and/or similar courtroom services work. The duties involve managing the judge's caseload, attending and logging court proceedings, processing orders, and recording proceedings. This job entails a high level of knowledge and complexity regarding court and courtroom operations. This position reports directly to the Court Operations Supervisor.

### **The representative duties of this position include but are not limited to:**

1. 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.
2. Review cases or reports for necessary actions.
3. Schedule court reporters and interpreters; process transcripts; arrange for transcriptions; answer questions from parties and the public regarding obtaining transcripts. Refer defendants to the probation office as appropriate.
4. Inform jury clerk of upcoming trials, needs for jurors, etc. Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems.
5. Coordinate hearings. Assist in the accurate statistical reporting requirements of the Administrative Office. Review the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings.
6. May perform case administration duties and/or provide training or assistance to employees performing case administration duties, and administrative tasks such as financial transactions.
7. Communicate and respond to all requests regarding operations. Answer procedural questions for judges, staff, and the public. Provide customer service and resolve difficulties while complying with regulations, rules, and procedures. Abide by the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Handle confidential and sensitive information appropriately.

### **There are six job standard expectations for this position:**

1. Teamwork: follows-through on assignments given to meet Clerk's Office goals, willingness to assist others, collaboratively working in group situations, willingly sharing information, showing support and promoting office decisions and initiatives, showing respect for others including those with contrasting views, contributing suggestions to further the Court's mission, and actively participating in office meetings.
2. Job Knowledge: understanding duties and responsibilities and applying that know-how effectively; adhering to standards, directives, and instructions and understanding how individual job performance furthers organizational objectives; exhibiting willingness and insight to pursue developmental opportunities in order to expand job-related skills and knowledge; ability to work independently and keep abreast of changing policies and procedures.

3. **Quality of Work:** accuracy, attention to detail, thoroughness, and timeliness of work is required. Work quality also includes how well work assignments are completed in accordance specific instructions, standards, requirements, and expectations; follow-up and pride in work are evidenced through consistent adherence to written policies, procedures, and guidance.
4. **Dependability:** being consistent, responsive, and reliable when carrying out work responsibilities successfully; prioritizes and manages time effectively; accepts responsibility for one's own actions and possesses the professional maturity in working with others; demonstrates follow-through and accomplishes the best possible results; exhibits stewardship through punctuality, attendance, and effective use of resources and work time.
5. **Courtroom Responsibilities:** courtroom preparation includes: setting up the courtroom; evaluate/check/test electronic equipment, recording equipment, lighting and sound systems. Train attorneys and others authorized to use the evidence presentation system and electronic digital recording equipment. Assure the presence of all necessary participants and assist with coordination of courtroom security.

Management of courtroom logistics and proceedings includes: keep the court's schedule of hearings current. Attend all court sessions and conferences. Ensure the orderly flow of courtroom proceedings. Assist the judge and parties in jury selection and maintains records of jury selection and attendance. Administer oaths, manage exhibits, and call the calendar. Take notes and summarizes material for minute entries, court rulings, and preparing judgments during court proceedings. Capture and electronically enter CM/ECF information from the courtroom, chambers, and various case events information. Record court proceedings electronically if necessary and prepare the accompanying notes. Clear and close the courtroom at conclusion of court proceedings.

6. **Case Management:** monitor the status of all cases to ensure that proper hearings are held within statutory deadlines. Maintain skills in the use of CM/ECF for case administration, to include probation violations and cases on appeal. Generate operational reports and manage motions, Speedy Trail Act intervals, and deadlines. Maintain the statistical reporting requirements for the monthly trial reports, MJSTAR and the CJRA reports as they pertain to the supported judge. Adhere to all court practices, procedures and rules. Quality check filed documents to determine whether procedural requirements have been met. Communicate and work with judicial officers, attorneys, and others involved in scheduling events. Apply the individual preferences of the judicial officers.

**Required Qualifications:**

Classification Level 24: at least two years general experience where knowledge, skills, and abilities are comparable to the job standards expectations listed for this position and the general experience defined below.

Classification Level 25: at least two years general experience and at least two years specialized experience equivalent to the CL 24 level.

Classification Level 26: at least two years general experience and at least two years specialized experience equivalent to the CL 25 level.

Classification Level 27: at least two years general experience and at least three years specialized experience equivalent to the CL 26 level.

**General experience** is experience in work of the same general type as in the position to be filled and should include progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

**Specialized experience** is progressively responsible administrative experience requiring the regular and recurring application of procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the use of specialized terminology and automated software which could also be considered court preferred skills.

Excellent writing skills to include the effective use of grammar, punctuation, spelling, and proofreading.

Effective communication skills, both verbally and in writing, with individuals and groups within the court.

Ability to work extended hours and travel when necessary.

Proficient automated skills and ability to work effectively with automated equipment.

Knowledge of the terminology used in legal procedures.

Knowledge of federal case flow (civil and criminal).

General knowledge of case management and case filing processes.

Ability to utilize procedure manuals and informational websites as valuable resources.

**Court Preferred Qualifications:**

Previous experience within a court environment with an awareness of court operations/functions.

Previous experience within a court environment with an awareness of courtroom processes.

Experience in working with audio/visual technology (to include video conferencing, telecommunications, and audio system equipment).

General Knowledge of: Electronic case management and case filing (CM/ECF processes), Federal Rules of Civil and Criminal Procedure, District of Colorado court policies and procedures and court operations/functions, Local Rules of Practice for the U.S. District Court for the District of Colorado, and Administrative Office of the U.S. Courts (AOUSC) policies and procedures ,

**The successful candidate will possess the following qualities:**

Strong customer service and interpersonal skills. Ability to work harmoniously with judicial officers, court staff, and the public. Ability to work independently. Demonstrated organizational skills and ability to effectively prioritize tasks under strict deadlines. Strong analytical skills. Strong professional standards. Collaborative and team oriented. Able to maintain high levels of confidentiality.

**How to Apply:**

All qualified applicants should submit a current resume and a typed narrative specifically addressing and describing relevant professional experience as it relates to the required qualification standards and court preferred qualification standards sections of this vacancy announcement.

NOTE: This narrative should be no more than two (2) pages typed.

External applicants must **also** submit a completed U.S. Courts application form (found at [www.cod.uscourts.gov](http://www.cod.uscourts.gov) in the left margin of the home page listed under Employment Opportunities).

All application materials must be submitted by email (as a pdf attachment) to:  
[cod\\_hrd@cod.uscourts.gov](mailto:cod_hrd@cod.uscourts.gov)

Please note vacancy announcement 2017-03-USDC in subject line of email  
We will not accept any application documents from any File Hosting Service (Google Docs, DropBox, etc).

### **Information for Applicants:**

Only qualified applicants satisfying required qualification standards as specified in the vacancy announcement will be considered for an interview for this position. Applicants that do not submit all required materials, as stated in the How to Apply section of the vacancy announcement, will not be considered.

If this application process is open to internal and external candidates: All applications received will be evaluated as one pool of applicants in review of employment experience, education, knowledge/skills/abilities as directly related to the stated qualifications within the vacancy announcement. All applicants selected for interviews will be subject to a skills assessment process.

The Court reserves the right to modify the conditions of this vacancy announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Multiple positions may be filled from this vacancy, and additional positions may be filled within 60 days of a closed vacancy utilizing the same applicant pool. This vacancy may be revised and re-posted with the approval of the court unit executive.

Promotional potential for positions as indicated on the announcement are based on a successful probationary period, consistently meeting expectations of the position when evaluated through the performance management plan, overall accretion of duties and responsibilities, and at the final discretion of the Court Unit Executive. The promotional potential is not considered a vacancy but is considered a career ladder strategy and will therefore not be posted as a recruitment opportunity. Promotions may occur due to accretion of duties and are therefore not subject to a recruitment opportunity. Successful employment with the U.S. Courts is based on acceptable performance and is an at-will employment opportunity as determined by the Court Unit Executive. Promotional actions are earned and are not to be considered as entitlements.

The successful candidate will be placed within a mandatory one-year probationary period. Should the successful candidate transfer from within the Judiciary, the mandatory one-year probationary period applies. Internal candidates selected for a posted vacancy or reassignment opportunity will be placed within a mandatory 6-month probationary period. Before being eligible for the stated promotional potential of the position, performance must be at an acceptable level and a successful probationary period must be completed. Successful completion of required times spent in Classification Level also applies to promotional eligibility. Probationary periods may be extended with approval of the Court Unit Executive.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. The selected applicant will be required to complete an FBI fingerprint and/or criminal background check. Retention in the position will depend on a favorable suitability determination by the Court Unit Executive.

Due to increasing commuter costs, the high cost of parking in the downtown Denver area, and the decreasing availability of downtown parking; the U.S. Courts provide each permanent employee with an RTD EcoPass. This EcoPass provides unlimited transportation on RTD buses and Light Rail in and out of the downtown Denver area. The EcoPass is an employee benefit provided annually depending upon available funding.

Please see <http://www.cod.uscourts.gov> for an overview of federal benefit package. Electronic Funds Transfer (direct deposit) of pay is required.

Applicants must be a U.S. citizen or eligible to work in the United States. The federal immigration and appropriations law significantly limits the circumstances in which the federal judiciary may employ a non-citizen of the United States. Therefore, the U.S. Courts is responsible for ensuring that all new employees are eligible to work in the United States by reviewing one of the employment eligibility documents specified on the Form I-9 (Employment Eligibility Verification) before placing the selected candidate on federal payroll. Proof of eligibility status will be required.

The Court requires employees to adhere to a code of ethics and conduct as well as specific employee policies and performance expectations.

The federal courts are Equal Employment Opportunity employers.