



UNITED STATES DISTRICT COURT – DISTRICT OF COLORADO

Alfred A. Arraj U. S. Courthouse

901 19th Street

Denver, CO 80294

www.cod.uscourts.gov

Courtroom Deputy Clerk

Vacancy Announcement #: 2026-31-USDC

POSITION:	Courtroom Deputy Clerk
POSITION TYPE:	Full-time, Permanent (Mon-Fri, 8:00 am to 5:00 pm)
SALARY RANGE:	CL 25 (\$55,036-\$89,494) - Pay Table DEN CL 26 (\$60,624-\$98,527) CL 27 (\$66,600-\$108,262) <i>*Starting salary depends on qualifications and experience. Position has promotable potential up to a CL 27 without further competition.</i>
OPEN DATE:	Tuesday August 4, 2026
CLOSING DATE:	Open until filled; preference given to those who apply by close of business August 25, 2026
AREA OF CONSIDERATION:	Open to all qualified individuals
LOCATION:	Denver, Colorado

The Court reserves the right to cancel and/or modify this vacancy announcement as needed.

Do you enjoy teamwork, service, and being part of something bigger than yourself? If so, the U.S. District Court might be the right place for you. We are publicly funded by people just like you and me – U.S. taxpayers – so, we can't offer pay and perks you might find in the private sector. However, what we do offer is steady pay, work-life balance, great health/dental/vision benefits, 11 paid holidays off, one of the best 401(k) plans around with a 5% match, a genuine defined pension, tuition reimbursement, telework and a free annual public transportation pass. If that's not enough, you will be part of providing equal access to justice for all.

We are a part of the judicial branch, one of the three separate branches of the federal government. We independently set our own employment policies such as remote work and performance management. We value our employees' individualism and continue to strive towards a diverse, equitable and inclusive workplace.

The Clerk's Office of the United States District Court for the District of Colorado is accepting applications for a Courtroom Deputy position. Courtroom Deputies are available for assignment to courtroom and case management duties for all judicial officers in a relief capacity, but this position will primarily support District Judge Nina Y. Wang.

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 is primarily responsible for performance of general and specialized case and courtroom functions such as electronic court recording operation (ECRO) duties, calendaring, communicating with attorneys, handing out and collecting forms for filing, and other similar courtroom services work. The duties involve managing the judge's caseload, attending and docketing court proceedings, and entering orders and judgments. Learn more about the United States Courts [here](#).

REPRESENTATIVE DUTIES

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

- Attend court sessions and conferences. Manage and organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems. Assist with the orderly flow of proceedings including, but not limited to, preparing the courtroom, assuring presence of all necessary participants, and managing exhibits. May memorialize proceedings via digital audio recording device or other equivalent systems. Take notes of proceedings, rulings, notices and prepare minute entries electronically.
- Perform case administration duties. Manage judge's cases by calendaring, including distributing and monitoring deadlines, monitoring filing of pertinent documents, and timely responses to judicial orders.
- Review cases and reports for necessary actions.
- Coordinate with Interpreting Services Coordinator and/or Court Operations Supervisor to set up schedules for interpreters and/or court reporters respectively. Answer questions from parties and the public regarding obtaining transcripts (may provide ECRO). Refer defendants and their families to the Probation Office as appropriate.
- Inform the 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.
- 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.
- 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 ethical behavior and good judgment at all times. Handle sensitive information appropriately.
- Serve as additional support to other areas of the Operations Division, as needed and assigned.
- Duties may require working during non-business hours.

MINIMUM QUALIFICATIONS

The successful applicant must be a high school graduate (or equivalent) and must have two years of general experience and one year of specialized experience to work at CL 25.

General experience is defined as 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 position's duties.

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.

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semesters or 45 quarter hours) equals one year of general experience.

PREFERRED QUALIFICATIONS

Preference will be given to applicants who are college graduates, have specialized experience in a court setting or law firm, have experience using case management and electronic case filing software, Adobe and Office365, evidence presentation and remote communications technologies.

This position reports directly to the Court Operations Supervisor and has promotion potential up to CL 27 without further competition. The current District of Colorado promotion eligibility policy for all courtroom deputy positions is as follows:

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

BENEFITS

A generous benefits package is available and includes the following:

- 13 days of paid vacation leave for first three years (increases with tenure)
- 13 days of sick leave
- 11 paid holidays
- 12 weeks of Paid Parental Leave after one year
- Retirement benefits and Thrift Savings Plan (TSP) with government match up to 5%
- Health and group life Insurance, dental, and vision
- Flexible spending accounts (Health, Dependent, Parking)
- RTD Eco Pass (if budget permits)
- On-site fitness facilities
- Employee Assistance Programs (EAP)
- Student loan forgiveness to qualified persons, pursuant to the terms of the Public Service Loan Forgiveness (PSLF) program

See the complete list of benefits on our employment [website](#)

ADDITIONAL INFORMATION

The incumbent must also work efficiently and effectively in a fast-paced atmosphere dealing with numerous and diverse legal issues. Applicants may be asked to complete assessments as part of the screening process.

Employees must adhere to the judiciary's Code of Conduct. In addition, this position is subject to mandatory fund transfer (EFT) participation, adherence to 8 U.S.C. § 1324b(a)(3)(B) regarding hiring of lawful permanent residents, and an FBI fingerprint and/or background check. Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" employees. All compensation and promotions are subject to final approval by the Administrative Office of the U.S. Courts.

[APPLY HERE](#)

Your application packet must be submitted either through our website or via email as a **single pdf document** to cod_hrd@cod.uscourts.gov. If emailing, please note "Vacancy Announcement: 2026-31-USDC" in the subject line of the email. Candidates are not required to complete questions 18-20 on form AO-78 regarding criminal history. Incomplete applications may not be considered.

THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER