



**UNITED STATES DISTRICT COURT - DISTRICT OF ARIZONA**  
**Office of the Clerk of Court**

**Career Opportunity #: 12/36**

**Date: May 18, 2012**

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<b>POSITION:</b>	<b>Courtroom Deputy Clerk</b>
<b>POSITION TYPE:</b>	<b>Full-time Regular</b>
<b>TYPICAL STARTING SALARY</b>	<b>\$46,974 - \$58,715 (CL 27/1 - 25)</b>
<b>SALARY RANGE:</b>	<b>\$46,974 - \$76,327 (CL 27/1 - 61)</b>
<b>CLOSING DATE:</b>	<b>Friday, June 1, 2012</b>
<b>LOCATION:</b>	<b>Phoenix, Arizona</b>

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***Join the U.S. District Court's team of career minded professionals!  
Our staff works in a prestigious, fast paced environment which consists of challenging work, training opportunities and the potential for advancement for those who exhibit initiative and a strong work ethic. This position provides an opportunity for individuals with excellent interpersonal skills. Consider joining our team!***

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### **INTRODUCTION**

This is a courtroom deputy clerk position to a U.S. district judge that is located in the Clerk's Office in Phoenix. You must be a self-starter, extremely detail oriented, and possess strong organizational and communication skills.

### **OCCUPATIONAL INFORMATION**

The incumbent manages the judge's caseload and provides courtroom and other assistance through management of court calendars, attending court proceedings, recording pertinent results for minutes and preparing judgments. The courtroom deputy clerk will be responsible for monitoring filings to ensure compliance with rules and procedures and is responsible to review cases or reports for necessary action. The courtroom deputy clerk will be required to draft and prepare orders for the judge's review and make entries on the court's electronic filing system. All courtroom deputy clerks in the District of Arizona may also be required to attend to courtroom duties for other district judges, magistrate judges, or visiting judges in the district as assigned by the clerk of court or his designee. Courtroom deputy clerks may be required to work in excess of normal duty hours without additional compensation and must be able to attend court proceedings that go past the incumbent's normal work hours. Travel which requires overnight lodging is required for the purpose of attending court hearings and trials set in Prescott, Yuma, Tucson or any other location in the state that may be designated as a place for holding court proceedings.

### **MINIMUM QUALIFICATIONS**

The successful applicant must have at least 2 years of specialized experience, including at least one year equivalent to work at the next lower level (CL 26). Specialized experience is 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.

## **PREFERRED QUALIFICATIONS**

Preference may be given to applicants who have:

- Courtroom experience in a similar position.
- Experience in the federal or state court system.
- Knowledge of federal and local rules, legal terminology, and legal documents.
- Experience in varied practices of law (criminal, civil, family court, etc.).
- A bachelor's degree.
- A paralegal degree or certificate.
- Ability to meet and communicate effectively with a variety of people.
- Skill in using applicable automated systems including scanning and electronic filing.
- Experience which reflects the applicant's ability to work under pressure and deal with change.
- Work experience that demonstrates the applicant's ability to successfully manage multiple priorities and work with limited supervision under strict deadlines.
- Ability to analyze information and reach sound conclusions.
- Ability to exercise mature judgment.
- Excellent writing skills to include excellent grammar, punctuation, spelling, and proofreading.
- Present a professional demeanor.
- Strong work ethic and excellent attendance.

## **SELECTION PROCESS**

Applicants will be screened for these qualifications and the best qualified applicants may be invited for a personal interview.

The following factors will be used to assist in the selection of the best qualified candidates. Please respond to these factors on a separate sheet of paper and identify each response using the factor number.

1. Describe your work experience which demonstrates how you will meet or exceed the requirements and preferences for this position.
2. Describe a specific work related project or task which shows your ability to analyze and use good judgment.
3. Describe the multiple tasks you are required to complete in your typical work day.  
How do you decide what gets top priority when scheduling your time?  
What method do you use to track your work?  
What do you do when your schedule is interrupted?  
What do you do if you cannot complete your tasks that day?

The Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the District Court Executive may elect to select a candidate from the original qualified applicant pool.

## **ADDITIONAL INFORMATION**

This position is subject to mandatory electronic fund transfer (direct deposit) participation for net pay. Judicial employees are entitled to standard federal benefits such as paid vacation time, paid sick time, medical insurance, life insurance, retirement, and a tax-deferred savings plan. Employees are also eligible for long-term care and disability insurance and a Flexible Benefits

Program which includes pre-tax deductions for health benefits premiums, health care expenses, dependent care, and commuter benefits.

### **HOW TO APPLY**

Go to our web site at <https://jobs.azd.uscourts.gov> > [Employment](#) > [Employment Opportunities](#) to submit an on-line application and attach a cover letter, resume, responses to the selection factors listed in the vacancy announcement, and your most recent performance evaluation. Attachments should be submitted as WordPerfect, Word or Adobe Acrobat .pdf documents. Other formats are not acceptable.

Applications will be considered complete when the on-line application and all required attachments in the proper format are received in the Human Resources Division. Applications and/or attachments received after the closing date may not be considered.

If you have questions about this application process, please call the Human Resources Division at 602-322-7110.