



# United States District Court Eastern District of New York

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## Vacancy Announcement Announcement#: 21-06/BKDEP

**Position:** Magistrate Judge Courtroom Deputy – **Two (2) vacancies available**

**Location:** Brooklyn Office – 225 Cadman Plaza East

**Position Type:** Full-Time Permanent

**Salary Range:** CL 24-26 (\$44,710 - \$88,395)

\*The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts. Promotion potential to the next grade level after one year based on satisfactory performance and available funds if not hired at top grade level without further competition.

**Opening Date:** **Friday, April 16, 2021**

**Closing Date:** **Friday, April 30, 2021**

***DUTIES AND RESPONSIBILITIES:*** The Magistrate Courtroom Deputy provides clerical and administrative support to a United States Magistrate Judge. Duties include: case management; docketing and scheduling; swearing in witnesses; coordinating court appearances with counsel, court interpreters and other court related agencies; prepares daily court calendar; records proceedings and rulings and takes calendar minutes for the Court; maintains control of the records of cases assigned to a U.S. Magistrate Judge, and performs other ministerial duties as required.

***REQUIRED QUALIFICATIONS:*** To qualify for the highest classification level, an applicant must have three years of specialized office experience requiring the regular and recurring application of clerical procedures. Specialized experience includes a demonstrated ability to apply a body of rules, regulations, directives or laws as might be found in a law, real estate or insurance office, or a Clerk's Office in a federal, state or local court. Prior experience working in the courtroom is preferred. The incumbent must possess excellent computer, communication, organizational and interpersonal skills. **Federal court experience preferred.**

***GENERAL EXPERIENCE:*** 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.

***BENEFITS:*** Benefits include ten paid holidays, paid vacation and sick leave, optional participation in Federal Employees' Health Benefits Program, Federal Employees' Group Life Insurance Program Flexible Benefits Program, Long Term Care Insurance, participation in the Thrift Savings Plan and Federal Employees Retirement System.

***CONDITIONS OF EMPLOYMENT:*** Employees must be United States citizens or eligible to work in the United States. Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment. Employees of the United States District Court are at will and can be terminated with or without cause at any time.

**MISCELLANEOUS:** The Federal Financial Management Reform Act requires direct deposit of federal wages. The U.S. District Court for the Eastern District of New York reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice.

**HOW TO APPLY:** Interested applicants should submit a resume and cover letter (include vacancy announcement number) in **one PDF document**. Please specify your qualifications in relation to the position.

Applications materials should be emailed to [nyed-applications@nyed.uscourts.gov](mailto:nyed-applications@nyed.uscourts.gov) and add the following in the email subject line:

**Announcement # 21-06/BKDEP (your name)**

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