



United States District Court Eastern District of New York

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Vacancy Announcement Announcement#: 24-14/MJDEPLKE

Position: Courtroom Deputy to U.S. Magistrate Judge

Location: Brooklyn Office – 225 Cadman Plaza East

Position Type: Full-Time Permanent

Salary Range: CL-24 - CL 26 (\$51,003 - \$77,579)

*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: Tuesday, May 7, 2024

Closing Date: Friday, May 17, 2024

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; coordinate 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: High school degree or equivalent. To qualify for the minimum salary (CL 24), an applicant must have one year of specialized experience, CL 25, two years. 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. Ideal candidates are exceptionally organized, flexible, and able to manage multiple tasks in a high-volume setting with high-quality work product. Outstanding interpersonal skills are a must, especially the ability to interact calmly and confidently within chambers and with the public, attorneys, and court staff. Self-motivation and a strong work ethic are critical. The ability to develop, maintain and/or improve office or organizational procedures, including calendaring, case-management systems, and electronic records systems, is preferred. The strongest candidates also have demonstrated good judgment, teamwork, professionalism, and integrity. Familiarity with CM/ECF, Microsoft OneDrive, and related applications is required. Prior experience working in the courtroom is preferred.

Benefits: Benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (similar to a 401k plan with employer matching contributions), paid holidays, annual/sick leave accrual, fitness membership (fee applies) and other benefits. An overview of Federal Judiciary benefits is accessible at:

<https://www.uscourts.gov/careers/benefits>

Applicant Information: The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under “Excepted Appointment” and are considered “At-Will” employees. Federal Civil Service rules do not apply. As such, employment may be terminated by either the employer with or without cause.

How to apply: Interested applicants should submit a cover letter (include vacancy announcement number) specifying qualifications in relation to the position and a résumé, **in one PDF document** to the court’s employment application box: <https://edny.app.box.com/f/f07c8204238f429da8dfa80337d62e02>

1. Letter of interest;
2. Resume;
3. Completed [Application for Judicial Branch Federal Employment, form AO78](#). **(Do not complete questions 18-20, see Background Information below)**

Address your cover letter to:

**Attn: Jeffery Howell, Director of Human Resources
United States District Court, EDNY
225 Cadman Plaza East
Brooklyn, New York 11201**

Incomplete applications will not be considered.

Background Information: You do not have to complete questions 18-20 on the **Application for Judicial Branch Federal Employment (AO78)**. Initial appointment of the successful applicant is provisional pending the required fingerprint and background investigation once an offer of employment is made. All information provided by applicants is subject to verification. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal or an offer of employment, or dismissal after being employed.

Miscellaneous Information: This position is subject to mandatory electronic direct deposit of salary payments. Applicants must be a United States Citizen or qualifying non-citizen. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below. Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until the applicant has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

The U.S. District Court for the Eastern District of New York reserves the right to modify the conditions of this job announcement, withdraw the announcement, or to fill the position prior to the closing date, any of which may occur without prior written or other notice.

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