

United States District Court Central District of Illinois

Shig Yasunaga, Clerk of Court



Vacancy Announcement

Position Title:	Courtroom Deputy
Announcement Number:	2022-09
Position Type:	Full-time, excepted Service
Position Location:	Springfield, IL
Starting Date:	To be determined
Classification Level:	CL 26/27
Salary Range:	\$48,190 – \$86,084

(Starting salary will depend upon the education, background, and prior work experience of the applicant)

Opening Date: **Friday, September 9, 2022** Closing Date: **Monday, September 26, 2022**

The United States District Court for the Central District of Illinois is accepting applications for the position of Courtroom Deputy I or II, to the District Judge in Springfield, Illinois reporting directly to the Divisional Manager in Springfield, IL. We are seeking a highly motivated and energetic individual to join our team. This is an expected service federal position working in the clerk's office at the federal courthouse. This position is very fast paced with multiple duties and responsibilities. This position may be filled instead by, or in addition to, the concurrent Case Administrator posting, depending on the qualifications and skills of candidates and needs of the court.

Representative Duties:

- Record and attend court proceedings.
- Manage and organize exhibits used in court proceedings.
- Set up and troubleshoot electronic audio system.
- Assist in the orderly flow of proceedings.
- Keep judge and staff informed of case progress.
- Draft orders and judgments.
- Coordinate hearings.
- Perform case administration duties
- Docket orders, pleadings, judgments and minutes as directed by local court policy, utilizing applicable automated systems.

Qualifications:

High school graduation or equivalent; and a minimum of two years of general office experience and one year of specialized administrative experience, equivalent to work performed at the CL 25 grade level or above.

The successful candidate will also possess:

- Excellent organizational skills and experience in handling multiple workload demands.
- Accuracy and attention to detail.
- Ability to exercise sound independent judgment.
- Strong computer and analytical skills.
- Excellent customer service skills.
- Dependability with a strong work ethic.
- The ability to work harmoniously and communicate effectively with others, both orally and in writing.

Preferred Skills:

- Courtroom experience and legal background.
- Familiarity with civil and criminal procedures.
- Knowledge of CM/ECF.

How to Apply:

Qualified candidates are invited to submit a cover letter, a resume, and an *Application for Judicial Branch Federal Employment* (AO 78 form, available at www.ilcd.uscourts.gov/employment).

Application packets should be emailed in one pdf attachment to joellen_rankin@ilcd.uscourts.gov and to keely_sprague@ilcd.uscourts.gov by the close of business on September 26, 2022.

The District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to fill the position earlier than the closing date. More than one position may be filled from this announcement. Any such actions may occur without prior written notice. Participation in the interview process will be at the applicant's own expense. The court will not pay for relocation expenses. Only those applicants selected for an interview will be contacted. Promotion potential will be considered without further competition.

As a condition of employment, the selected candidate must successfully complete a background investigation, and subsequent favorable suitability determination, and every five years thereafter will be subject to reinvestigation. Judiciary employees are required to adhere to the Code of Conduct for Judicial Employees. Applicants must be citizens of the United States or be eligible to work in the United States. Direct deposit of salary payments is mandatory.

THE U. S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER