



United States District Court, Northern District of Indiana
204 S. Main Street
South Bend, IN 46601
www.innd.uscourts.gov

Job Announcement Number: 2024-01

VACANCY NOTICE		
Position Title:	Courtroom Deputy Clerk	Opening Date: February 7, 2024 Closing Date: Open until filled. Priority consideration given to applications received by February 21, 2024.
Duty Station:	South Bend, Indiana	Appointment Type: Full-Time Regular, Excepted Service
Classification Level/Salary:	CL 26 – CL 27 (\$52,831 - \$94,338) <i>*Salary range exhibits full earning potential of position using current Pay Table. The classification level and starting salary for this position is commensurate with work experience, education, qualifications, funding, and local court policy. If hired at CL 26, possible promotion potential to CL 27 without further competition.</i>	

Introduction

The Clerk's Office of the United States District Court for the Northern District of Indiana is accepting applications for a full-time Courtroom Deputy Clerk. This position is located in the South Bend Division and will be assigned to the Honorable Cristal C. Brisco. The incumbent has sole responsibility for the assigned caseload and independently manages the judge's cases.

Representative Duties

Manage cases and caseloads by calendaring, including distributing and monitoring deadlines, monitoring filing of pertinent documents and timely responses to judicial orders; calendar and regulate case movement; serve as the primary source of information on and responsible for scheduling conferences, hearings, trials, and other case processes; record court proceedings; maintain weekly reports consisting of motions affecting the speedy trial clock in criminal cases, ripe civil and criminal motions/matters, and the CJRA report; stay in daily communications with judge and chamber's staff; fill in for other courtroom deputies as needed; maintain case management system to track all pending motions and deadlines. Manage and organize exhibits used in court proceedings. Coordinate with systems staff on setting up and troubleshooting electronic evidence presentation systems. Attend court sessions and conferences. Assist with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring the presence of all necessary participants, and managing exhibits. Take notes of proceedings, rulings, notices and enter minute entries into CM/ECF. Review cases or reports for necessary actions. Keep judge and immediate staff informed of case progress; assist the judge and parties in jury selection and maintain records of jury selection and attendance; act as liaison between the clerk's office, the bar, the public, and the judge to ensure that cases proceed smoothly and efficiently; and maintain contact with counsel during deliberations. Schedule court reporters and interpreters; arrange for transcriptions; answer questions from parties and the public regarding obtaining transcripts. Refer defendants to probation office as appropriate. Inform jury clerk of upcoming trials and

juror needs. Draft orders and judgments for the judge's approval, including judgment and commitment orders. Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems. Assist in the accurate statistical reporting to the Administrative Office. Review the quality of electronically filed documents ensuring that all orders and entries are appropriately and accurately docketed and make summary entries on the docket of all documents and proceedings.

Qualifications

The successful candidate must possess a high school diploma, or equivalent. A college degree, higher education courses, and/or district court experience are preferred. Also required are three years of progressively responsible administrative experience preferably acquired in a district court or legal field. Such experience that required the regular and recurring application of 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. This fast-paced and challenging position requires incumbent to present a professional demeanor at all times, possess strong organizational, analytical, oral, and written communication skills. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, and foster high ethical standards.

Conditions of Employment

Judiciary employees are required to adhere to the [Code of Conduct for Judicial Employees](#). This position is classified as a sensitive position. The selectee for this position is subject to a background check that will include a criminal record check and must end with a satisfactory adjudication by the employing office to be eligible for employment. However, candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire. Applicants must be United States citizens or eligible to work in the United States. Judicial Branch employees of the United States District Court are excepted service appointments, are not under the Civil Service System, are not subject to the employment regulations of competitive service and are "at-will" employees who can be terminated with or without cause by the Court. The successful candidate for this position will be required to comply with any court policy in place regarding vaccination and exemptions. This position is subject to mandatory electronic fund transfer participation for payment of net pay.

Benefits

The Federal Judiciary offers a comprehensive and diverse benefits package that includes paid federal holidays, annual and sick leave accrual, and retirement benefits under the Federal Employees Retirement System (FERS), which includes the Thrift Savings Plan, a 401k style retirement savings program with capped employer matching and automatic contributions. Benefits also include optional participation in an employer subsidized Federal Employees Health Benefits (FEHB) Program and Federal Employees Group Life Insurance (FEGLI) Program. Additional supplemental benefits include the Federal Employees Dental and Vision Insurance Program (FEDVIP), a Commuter Benefit Program; private long-term disability plan; and a Flexible Benefits Program. A Public Service Loan Forgiveness Program is available to certain eligible full-time employees with qualifying student loans. Time-in-service credit is available to employees of other federal agencies, as well as for those with prior military service, for determining leave accrual and retirement benefits. See the website of the United States Courts for an overview of [Federal Judiciary benefits](#).

Application Process

Qualified applicants are invited to submit a cover letter, Résumé and Application for Judicial Branch Employment [Form AO-78 \(Federal Judicial Branch Application for Employment \(uscourts.gov\)\)](#). Candidates completing the AO-78 for this position are not required to complete at the time of application questions 18-20 regarding criminal history. However, the selectee will be required to provide that information if offered the position. Submit **all** material in a **single pdf** via email to humanresources@innnd.uscourts.gov, referencing the Vacancy Announcement Number in the subject line. **For priority consideration, all application packets must be received by 5:00 p.m. ET on February 21, 2024. Incomplete packets and those submitted after the deadline will not be considered.** Verification of employment, education, and reference checks will be made prior to any offer of employment.

Applicants scheduled to interview should advise Human Resources if any accommodation will be necessary. 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.*

The District Court of Northern Indiana reserves the right to fill the position earlier than the closing date, modify the conditions of this job announcement, and/or to withdraw it. If desired by the Court, more than one position may be filled from this announcement. Additionally, the Court reserves the right to reopen the posting to solicit applications from additional applicants should the Court deem this necessary. If a subsequent vacancy in a similar classification becomes available within a reasonable time of this announcement, the Court may elect to select a candidate from the original qualified applicant pool without further advertisement and competition. Any such actions may occur without prior written or other notice.

Indiana Northern District Court is an Equal Opportunity Employer.