



UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND VACANCY ANNOUNCEMENT

POSITION: Courtroom Services Supervisor
DUTY STATION: Baltimore, Maryland with travel
to other divisional offices as needed

OPENING DATE: October 25, 2017
CLOSING DATE: Open Until Filled*
Open Until Filled with first preference given to
applications received by November 8, 2017

SALARY: CL 27 (\$53,210 - \$86,460)
Promotion potential possible to the CL 28 (\$63,766 - \$103,650) without further competition

The Clerk of the United States District Court for the District of Maryland is seeking qualified applicants for the full-time position of Courtroom Services Supervisor in a divisional office. The Courtroom Services Supervisor reports directly to the Chief Deputy of Operations and serves as backup to the other divisional Courtroom Services Supervisor as needed. This position calls for diplomacy and sensitivity in dealing with judges, staff, attorneys, other government agencies, and the general public.

Duties include, but are not limited, to the following:

- Assigns, directs and reviews the work of the courtroom services staff ensuring that the court's needs are being met and ensuring the proper implementation of standardized procedures and internal controls.
- Coordinates all activities involving courtrooms and related matters, including managing the electronic court calendar and assignment of Courtroom Deputy and Court Reporter staff as needed to ensure appropriate coverage of all court hearings.
- Reviews case management reports and recommends necessary corrective action when needed.
- Reviews operating practices and procedures and recommends additional training of courtroom services staff to assure effectiveness and efficiency of operations.
- Assists in the preparation of instruction manuals and guidelines.
- Assists with the accurate and timely filing of local reports and statistical reporting that may have local and national impact.
- Evaluates the work performance of the courtroom deputies and adherence with district Clerk's Office internal controls, policies and procedures. Prepares and maintains written documentation for periodic reviews and yearly performance evaluations.
- Oversees time and attendance of the courtroom deputies and court reporters to ensure coverage of all court proceedings and compliance with annual and sick leave policies.
- Serves as a backup courtroom deputy clerk as needed.

Qualifications and Requirements:

Required:

- High school graduate or equivalent.
- Two years of general experience plus four years of specialized experience (progressively responsible experience requiring the 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.).
- Familiarity with electronic case filing and the court system required.
- Accuracy and attention to detail essential. Customer service experience and team orientation required.
- Excellent computer, verbal and written communications, organizational and interpersonal skills.

Preferred:

- College degree.
- Courtroom experience at a state or federal agency.
- Experience in the federal judicial system and/or with electronic case filing system (CM/ECF).
- Knowledge of legal terminology, processes, and courtroom procedures.

Candidates must also demonstrate:

- A consistent past employment record.
- A demonstrated ability to lead team members in a collaborative working environment.
- Experience in dealing with routine and complex assignments.
- Excellent typing and proofreading skills.
- A demonstrated ability to think through, analyze, and interpret written communications.
- Ability to prioritize tasks and work assignments.
- Superior oral and written communication skills.
- Strong interpersonal skills.
- A professional demeanor and appearance appropriate for a law or professional office environment.

Federal Benefits:

- 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days after three years; and 26 days after fifteen years of federal service
- Paid sick leave in the amount of 13 days per year
- Mandatory participation in the Federal Employees Retirement Program and the Social Security Retirement program
- Optional participation in the Thrift Savings Plan
- Optional participation in the Federal Employees Health, Dental, Vision and Life Insurance programs
- Optional participation in the Long Term Disability Plan, Long Term Care Insurance and Flexible Benefits programs
- Optional participation in the Commuter Benefit program

How to Apply:

Submit a resume, a cover letter stating the reason for your interest in the position and salary requirements as a single PDF document, and a completed [AO-78 Application for Federal Employment](#) to: jobs@mdd.uscourts.gov

**** To ensure first consideration, resumes must be received no later than 5:00 p.m. on November 8, 2017.**

- Due to the volume of applications received, the court will only communicate with those individuals invited for an interview.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.
- Applicants must be a United States citizen or national or a permanent resident who is seeking citizenship in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment.
- An FBI background check is required for all individuals appointed to positions in the Clerk's Office. New employees are considered "provisional hires" pending the successful completion of the FBI background check.
- The selected applicant will be required to complete a one-year probationary period of employment. Failure to successfully complete the probationary period may result in termination of employment.
- Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are "at will" employees.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.
- In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.