

Career Opportunity

DEPUTY CLERK



U.S. District Court
District of South Dakota
www.sdd.uscourts.gov

Announcement #: 08-22

Number of Vacancies: 1

Location: Pierre, South Dakota

Salary: CL 25 – CL 27 (\$43,767 – \$86,084) commensurate with experience

Employment: Regular, full-time

Closing Date: Open until filled; first review date to commence 11/14/2022

About the District of South Dakota

The U.S. District Court for the District of South Dakota consists of federal court chambers, clerk's office, and probation and pretrial services. The District serves two active district judges, three senior district judges, and three magistrate judges.

The clerk's office manages federal courthouse duties in Sioux Falls, Pierre, Aberdeen, and Rapid City, South Dakota.

ABOUT THE POSITION

The U.S. District Court for the District of South Dakota is seeking a full-time Deputy Clerk in the Pierre, South Dakota office. The deputy clerk maintains accurate court records through the entirety of criminal and civil court cases through the Court's electronic case management system (CM/ECF), handles cashiering duties with the general public, provides a high level of customer service at all times, and provides jury operations support and courtroom support. This position reports to a member of the clerk's office management team.

BENEFITS

- Paid Annual Leave
- Paid Sick Leave
- 12 weeks Paid Paternal Leave
- 11 Paid Holidays per year
- Health Insurance with government subsidy
- Dental & Vision Insurance
- Telework opportunities
- Compensation time earnable
- Group Life Insurance
- Flexible Spending Accounts
- Long-Term Care Insurance
- Federal Employee Retirement System
- Thrift Savings Plan (TSP) option with up to 5% agency match

Visit [U.S. Courts Benefits](#) for more information.

POSITION DUTIES AND RESPONSIBILITIES

- Perform complex case management transactions such as opening and closing cases while ensuring the appropriate statistical data.
- Prepare and process appeals, warrants, subpoenas, notices, and form orders.
- Answer inquiries from attorneys as well as the public regarding case status and procedural rules.
- Act as a courtroom deputy for civil and criminal case proceedings. Assist with the orderly flow of proceedings including setting up the courtroom, assuring the presence of all necessary participants, and operating all courtroom technology equipment. Take notes of proceedings and rulings and prepare and docket minute entries.
- Communicate with outside agencies, counsel, and the public to facilitate orderly case management and case progression.
- Coordinate the presence of court reporters and court interpreters when needed.
- Serve as backup for magistrate judge scheduling by coordinating with various outside government agencies.
- Process attorney admission applications, prepare certificates, attend admission ceremonies, and maintain record of admitted attorneys.
- Assist with jury administration by processing juror summonses and assisting with jury selection/empanelment.
- Organize and arrange naturalization ceremonies. Representative duties include preparing programs, sending press releases, and attending ceremonies to assist as needed.
- Perform records management duties including requesting, maintaining, and returning records to the Federal Records Center, and filing and archiving documents using electronic imaging.
- Perform cashier functions as outlined in the Internal Control Manual.
- Communicate clearly and effectively, both orally and in writing.
- Travel to other locations within the district as required.
- Other duties as assigned.

CONDITIONS OF EMPLOYMENT

- Applicants must be a U.S. citizen or eligible to work in the United States.
- Judiciary employees must adhere to the *Code of Conduct for Judicial Employees* at all times.
- Employees of the United States District Court are hired under excepted appointments, are not covered by the Civil Service System, and are considered "at will" employees.
- The candidate hired for this position will be subject to a full background record check.
- This position is subject to mandatory electronic funds transfer participation for payment of net pay (direct deposit).
- The U.S. District Court for the District of South Dakota reserves the right to amend or withdraw any vacancy announcement with or without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable amount of time after the original announcement has closed, the Court Unit Executive reserves the right to select a candidate from the original applicant pool of the previous vacancy announcement.

MINIMUM QUALIFICATION REQUIREMENTS

Applicants must be a high school graduate (or equivalent) and possess at least two years of general experience.

- To qualify at a CL 25 – CL 26, applicants must possess the education and general experience stated above, plus a minimum of one-year specialized experience.
- To qualify at a CL 27, applicants must possess the education and general experience stated above, plus a minimum of two years specialized experience.

General experience is considered progressively responsible clerical, office, or administrative work that provided an opportunity to gain specific knowledge and skills related to the functions of a deputy clerk.

Specialized experience is defined as progressively responsible clerical or administrative experience which includes regularly applying rules, regulations, directives, or laws in the workplace and routinely utilizing specialized terminology and automated software systems or equipment for word processing, data entry, and report generation. Such experience is typically found in law firms, legal counsel offices, banks, credit firms, educational institutions, social service organizations, insurance companies, real estate firms, or title companies.

Excellent customer service and problem-solving skills with a high level of technical and computer aptitude is required.

Experience and knowledge with electronic case management systems and basic knowledge of federal and local guidelines is required.

EDUCATIONAL SUBSTITUTION

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

Education may not be substituted for specialized experience.

PREFERRED QUALIFICATIONS

A bachelor's degree and previous legal experience is highly desired.

APPLICATION INSTRUCTIONS

For priority consideration, applicants should submit the following:

- 1) A completed AO 78 *Judicial Branch for Federal Employment* application, found on <http://www.uscourts.gov/> under Court Forms. Candidates should not answer questions 18-20 on form AO 78;
- 2) A letter of interest describing how you meet the skills and experience described under “Minimum Qualification Requirements”;
- 3) A current resume to include at least three (3) professional references;

All documents should be attached and emailed in PDF format with “Vacancy 08-22” in the subject line to Brooke Richards at: brooke_richards@sdd.uscourts.gov.

Incomplete application packages will not be considered.