

# VACANCY ANNOUNCEMENT



## UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF GEORGIA

Position Title: Courtroom Deputy (Magistrate Court)  
Location: Brunswick, Georgia  
Closing Date: Open until filled  
Starting Salary/Range: \$ 44,562 – \$61,218 (CL26 to CL27)\*  
\* Salary commensurate with qualifications  
Position Announcement: 18-03

### POSITION OVERVIEW

The Southern District of Georgia is comprised of six divisional offices and serves a 43-county area. This position is appointed by the Clerk of Court and reports to the Operations Manager and to the respective judge assigned in that division.

The individual selected for this position will be required to perform, but not be limited to, the following duties.

- Manage judge's cases by: calendaring and regulating their movement; monitoring the filing of pertinent documents and timely responses to judicial orders; and setting dates and times for hearings, trials and conferences.
- Keep Judge and immediate staff informed of case progress.
- Act as liaison among the Clerk's Office, the Bar and the Judge to ensure that cases proceed smoothly and efficiently. Serve as a primary source of information on scheduling conference, hearings, trials and other case processes.
- Review information relating to pending cases to ensure that all records and reference material are available for use by the Judge and counsel.
- Attend court session and conferences. Assist with the orderly flow of proceedings including, but not limited to
  - setting up the courtroom;
  - assuring presence of all necessary participants;

- managing exhibits;
  - recording minutes of proceedings and rulings; and
  - drafting judgements for the Judge's approval.
- Docket orders, pleadings, judgements, and minutes as directed by local court policy, utilizing applicable automated systems.
  - Perform other duties as assigned.

## QUALIFICATIONS

Bachelor's degree preferred with two years of relevant experience. Knowledge and skill in the use of personal computers and software applications to include Microsoft Office and Excel are required. Excellent interpersonal communication and organizational skills are imperative. Experience with automated case management, records management systems, other related databases, and court/legal experience is preferred.

## BENEFITS

The United States District Court office offers an excellent work environment. Court employees are covered by the Court Personnel System and are entitled to benefits that include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, a Flexible Benefit Program (pre-tax contributions for health care and dependent care expenses), life insurance, annual and sick leave, a Long Term Care Plan, periodic salary increase, and the Thrift Savings Program (retirement savings plan) with matching funds. Benefits also include at least 13 paid vacation days and 10 paid holidays per year.

## APPLICATION PROCESS

Applicants must provide:

1. An introductory cover letter
2. A chronological resume
3. A completed Application for Judicial Branch Federal Employment, for AO78 (found under Employment Opportunities on the Court's website)

Materials must be received as e-mail attachments in either Word or PDF format sent to [gas\\_permgr@gas.uscourts.gov](mailto:gas_permgr@gas.uscourts.gov) Please reference "18-03" in the subject line of your message.

**EQUAL OPPORTUNITY EMPLOYER**