

**\*\*\* CAREER OPPORTUNITY \*\*\***



**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF OKLAHOMA**

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Position Title: Courtroom Deputy I  
Location: Muskogee, Oklahoma  
Closing Date: Open until filled; preference given to applications received by August 11, 2023  
Classification: CL-25 – CL-26  
Salary Range: \$45,682-81,771 *\*Actual salary determined by qualifications and experience. If hired at a CL-25, promotion potential to a CL-26 without competition.*

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**POSITION OVERVIEW:**

The United States District Court for the Eastern District of Oklahoma is accepting applications for the position of Courtroom Deputy I. The Courtroom Deputy I will manage the court docket, perform all courtroom duties, and process all court-related documents for both civil and criminal cases for one of the District Court's five judges.

**DUTIES AND RESPONSIBILITIES:**

- Assists with the management of cases by calendaring and docketing pleadings.
- Monitors filings of pertinent documents and timely responses to judicial orders.
- Sets dates and times for hearings, trials, and conferences.
- Keeps judge and staff informed of case progress.
- Attends court sessions and assists with orderly flow of proceedings including but not limited to setting up the courtroom, assuring the presence of all necessary participants, and managing exhibits.
- Takes notes of proceedings and rulings and prepares minute entries regarding the same.
- Informs jury clerk of any upcoming trials and need for jurors.
- Acts as liaison among clerk's office, the bar, and the judge.
- Serves as a source of information on scheduling conferences, hearings, trials, and other case events.
- Performs other duties as assigned.

## **QUALIFICATIONS AND REQUIREMENTS:**

- To qualify for placement at the CL-26 level, the successful candidate must have at least one year of specialized court experience or equivalent work experience in a professional environment at the CL-25 level.
- The successful candidate must possess strong organizational, analytical, and communication skills and must always display a professional demeanor.
- Solid typing and computer skills and the ability to work with a variety of programs and computer applications required.
- Must have the ability to communicate information accurately and in a timely manner.
- Must have the ability to speak to groups.
- The successful candidate must maintain confidentiality and use sound judgment.

## **PREFERRED QUALIFICATIONS:**

- Bachelor's Degree.
- Knowledge of legal terminology and processes.
- Experience working in a state or federal court.
- Prior courtroom deputy experience and knowledge of courtroom procedures.

## **CONDITIONS OF EMPLOYMENT:**

- Employees must be a United States citizen or eligible to work in the United States.
- Employees are required to adhere to the Code of Conduct for Judicial Employees.
- Employees of the United States District Court are Excepted Service Appointments.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposits.
- Travel and relocation expenses are not reimbursed.
- As a condition of employment, the selected candidate will be subject to an FBI fingerprint check and employment will be considered provisional until completed.

## **BENEFITS:**

Federal benefits include paid vacation and sick leave; health, life, dental, vision, disability, and long-term care insurance plans; retirement; matching and tax-deferred Thrift Savings Plan (similar to a 401K); paid holidays; and periodic salary increases. Information about judiciary benefits can be found at [www.uscourts.gov](http://www.uscourts.gov).

## **HOW TO APPLY:**

Submit the following documents: (1) cover letter, (2) resumé, (3) a list of references, and (4) a completed AO-78 - Application for Federal Judicial Branch Employment (found on the Court's website at [www.oked.uscourts.gov](http://www.oked.uscourts.gov)) to Stephanie A. Horton, Chief Deputy Clerk for the United States District Court for the Eastern District of Oklahoma, via email in ONE .pdf at [Stephanie.Horton@oked.uscourts.gov](mailto:Stephanie.Horton@oked.uscourts.gov). Questions can be directed to Ms. Horton at (918) 684-7920.

**\*\*\* THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS. \*\*\***