



VACANCY ANNOUNCEMENT

UNITED STATES DISTRICT COURT WESTERN DISTRICT OF NEW YORK

Address: 2 Niagara Square, Buffalo, NY

Website: www.nywd.uscourts.gov

Position Courtroom Deputy Clerk
(Full-Time)
Vacancy 21-06
Duty Station Buffalo, New York
Salary CL 27 (\$53,604 - \$87,140)
Based on qualifications and experience.

Overview

The Courtroom Deputy Clerk is the “face” of the court to much of the public and attorneys who practice in the Court and helps create positive public impressions about the Judiciary. To learn more about career opportunities in the Judiciary, [CLICK HERE](#) to view a brief video.

Representative Duties

- Manage judge’s caseload, including calendaring, monitoring deadlines, filings, and timely responses to orders.
- Keep judge and staff informed of case progress.
- Schedule court proceedings, court reporters, and interpreters.
- Coordinate with jury administrator for upcoming trials and need for jurors.
- Assist in jury selection and maintain jury selection and attendance records.
- Perform case administration duties, including docketing and quality control review of electronic filings.
- Draft orders and judgments and process same.
- Review cases and reports for necessary action.
- Take notes of proceedings and prepare minutes.
- Record court proceedings.
- Serve as liaison between the Clerk’s office, bar, public, and Court.
- Assist with naturalization ceremonies.
- Perform other duties as assigned.



How to Apply

Please submit a cover letter and resume **as a single PDF attachment** by email to applications@nywd.uscourts.gov subject line “Courtroom Deputy Clerk, Reference No. 21-06.” **When saving your documents as one PDF, it is important to name the file using only your firstname_lastname.** Only candidates selected for an interview will be notified and must travel at their own expense.

Important Dates

Application Deadline: 04/09/2021

Position Available: 06/07/2021

District Overview

The District’s jurisdiction encompasses the 17 most western counties of Upstate New York, with courthouses located in Buffalo and Rochester. The District is comprised of eight United States District Judges, eleven United States Magistrate Judges, and approximately 115 employees.

Qualification Requirements

- High school diploma or equivalent.
- Specialized experience such as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical 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. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations. Eligibility for CL27 requires two years of specialized experience equivalent to CL26 work.

Preferred Qualifications/Court Preferred Skills

- Candidates must demonstrate exceptional computer skills; a demonstrated ability to thoroughly research and solve problems; ability to reason through, analyze, and interpret written communications; ability to multitask and prioritize work assignments; superior oral and written communications skills; strong organizational skills and attention to detail; strong interpersonal skills; personal integrity and exceptional judgment; and a professional demeanor and appearance appropriate in a Court environment.
- A bachelor's degree in a related discipline appropriate to the position.
- Preference may be given to candidates who have courtroom administrative experience.

Organizational Relationship

This position is assigned to the Office of the Clerk and directly supports United States District Judge Richard J. Arcara.

Benefits

Thirteen days of vacation for the first three years, which increases with tenure. Thirteen days of sick leave and 10 paid holidays. Choice of employer-subsidized federal health and life insurance plans, with optional dental, vision, and long-term care coverage. Flexible spending account program. Federal Employees Retirement System and employer-matching Thrift Savings Plan (similar to a 401K). On-site fitness center. Public transportation subsidy (budget dependent). Visit the [U.S. Courts Benefits page](#) for further information.

Background Investigation

This is a sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an Office of Personnel Management background check and a favorable suitability determination.

Applicant Information

Employees must adhere to a [Code of Conduct](#). The Court provides reasonable accommodations to applicants with disabilities. Veterans' preference is not a factor used in Judicial Branch appointments. Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are "at will" and may be terminated with or without cause. Employees are required to use electronic funds transfer for payroll deposit.

The United States District Court, Western District of New York is an Equal Opportunity Employer.