

**UNITED STATES DISTRICT COURT  
DISTRICT OF HAWAII**

---

**NOTICE OF VACANCY**

**POSITION TITLE:** **COURTROOM MANAGER (Courtroom Deputy Clerk)**  
Full-time, Excepted Service permanent appointment

**ANNOUNCEMENT #:** #14-08

**LOCATION:** Office of the Clerk  
United States District Court  
Prince Kuhio Federal Building and U.S. Courthouse  
Honolulu, Hawaii

**CPS LEVEL & SALARY RANGE:** CL-26 - CL-27 (\$48,344 - \$86,388 per year including COLA).  
Starting salary depending upon qualifications and court budget. If hired at CL-26, promotional potential to CL-27 without further competition once eligibility requirements are met.

**APPLICATION PERIOD:** **Open until filled. Applications received by 5:00 p.m., October 6, 2014, will be given priority consideration.**

---

**POSITION SUMMARY**

The Courtroom Manager is responsible for managing cases for judges and providing a full range of courtroom services to ensure timely judicial process for litigants. The job entails a high level of knowledge and complexity regarding courtroom operations. More than one position may be filled through this recruitment.

**REPRESENTATIVE DUTIES**

- ▶ Manages 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. Keeps the judge and immediate staff informed of case progress.
- ▶ Attends court sessions and conferences. Facilitates the orderly flow of proceedings including, but not limited to, setting up the courtroom, electronically recording in-court proceedings, assuring the presence of all necessary participants, and managing witnesses and exhibits. Takes notes of proceedings and rulings and prepares and docket minute entries in the Case Management/Electronic Case Filing (CM/ECF) system.
- ▶ Drafts orders and judgments for the judge's approval, including judgment and commitment orders. Dockets orders, pleadings and judgments as directed by local court policy, utilizing applicable automated systems.
- ▶ Informs the jury clerk of upcoming trials and the need for jurors. Assists the judge and parties in jury selection and maintains records of jury selection and attendance. Maintains contact with counsel during deliberations.

- ▶ Acts as liaison between the Clerk’s Office, the bar, the public, and the judge to ensure that cases proceed efficiently. Serves as a primary source of information on scheduling conferences, hearings, trials, and other case processes.

### QUALIFICATIONS

To qualify for the position of Courtroom Manager, an individual must be a high school graduate or equivalent (bachelor’s degree preferred) and have the following experience:

Classification Level	Required Experience
CL 26	2 years of specialized experience, including 1 year equivalent to work at CL-25
CL 27	3 years of specialized experience, including 1 year equivalent to work at CL-26

*Specialized experience* is progressively responsible work experience such as that obtained in a court, legal or related field which demonstrates the particular knowledge, skills and abilities to successfully perform the duties of the position and involves the routine use of automated software and equipment for word processing, data entry, or report generation; and strong oral and written communication skills.

**Preferred Qualifications:** Federal court calendaring and courtroom management experience; knowledge of federal rules and procedures, and electronic case management and filing (CM/ECF) experience are highly desired. A bachelor’s degree is preferred.

**Candidates must also demonstrate:** A consistent past employment record; experience in dealing with complex assignments; a demonstrated ability to think through, analyze, and interpret written communications; ability to prioritize tasks and meet deadlines; superior oral and written communication skills; strong interpersonal skills; ability to adhere to the *Code of Conduct for Judicial Employees* and court confidentiality requirements; a professional demeanor and appearance appropriate for a court environment. This position may involve outer island or out-of-district travel.

### CONDITIONS OF EMPLOYMENT

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. Appointment to this position is provisional and contingent upon the successful completion of an FBI background check. The selected candidate will be required to serve a six-month probationary period, subject to extension. The United States District Court is part of the Judicial Branch of the United States Government, which is not part of the Executive Branch competitive federal civil service, and generally not subject to the statutory and regulatory provisions that govern the Executive Branch. Judiciary employees serve under “Excepted Appointments” and are considered “At-Will” employees. As such, employment may be terminated by either the employer or employee with or without cause. Judiciary employees are required to adhere to the *Code of Conduct for Judicial Employees*. Electronic Fund Transfer (EFT) for payroll deposit is required. Interview and relocation expenses will not be reimbursed.

## **BENEFITS**

Federal Judiciary benefits include paid vacation, sick leave and holidays; participation in federal health insurance, life insurance and retirement programs, including the Thrift Savings Plan (tax-deferred retirement savings and investment plan with matching contributions); supplemental dental and vision insurance, flexible benefit and commuter benefit programs, parking/bus subsidy, flex time, and a professional work environment. An overview of Federal Judiciary Benefits is accessible at: <http://www.uscourts.gov/Careers/BeneFitForLife.aspx>

## **HOW TO APPLY**

Materials must be received as one PDF attachment sent to: [careers@hid.uscourts.gov](mailto:careers@hid.uscourts.gov). Please reference "Courtroom Manager #14-08" in the subject line of your message. Applicants must provide a letter of interest, resume, three professional references, and a completed AO-78 Application form which can be found at [www.hid.uscourts.gov](http://www.hid.uscourts.gov). (Please ensure AO-78 Application form has been saved properly and is not blank when submitted.) Submission of incomplete or illegible application packets will disqualify applicant from further consideration. Due to the anticipated volume of applications, the court will only communicate with those individuals who will be invited for interview.

The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written or other notice.

## **AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**