



**United States District Court
Eastern District of New York**
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**Vacancy Announcement 15-09/SCANLONCTDEP
March 30, 2015**

**Career Opportunity
(Open to Clerk's Office employees that comprise the 2nd Circuit only)**

**Courtroom Deputy for
U.S. Magistrate Judge Vera Scanlon
Brooklyn Courthouse – 225 Cadman Plaza East**

Salary: Up to Level CL-26

*The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts.

Closing date for receipt of resumes: Friday, April 3, 2015

DUTIES AND RESPONSIBILITIES: The Magistrate Courtroom Deputy provides clerical and administrative support to a United States Magistrate Judge. Duties include: case management; docketing and scheduling; swearing in witnesses; coordinating court appearances with counsel, court interpreters and other court related agencies; prepares daily court calendar; records proceedings and rulings and takes calendar minutes for the Court; maintains control of the records of cases assigned to a U.S. Magistrate Judge, and performs other ministerial duties as required. **Please note: this position has a two year commitment.**

REQUIRED QUALIFICATIONS: To qualify for the highest classification level, an applicant must have three years of specialized office experience requiring the regular and recurring application of clerical procedures. Specialized experience includes a demonstrated ability to apply a body of rules, regulations, directives or laws as might be found in a law, real estate or insurance office, or a Clerk's Office in a federal, state or local court. Prior experience working in the courtroom is preferred.

The incumbent must possess excellent computer, communication, organizational and interpersonal skills.

Interested applicants should submit a cover letter (include the vacancy announcement number) describing their qualifications and attach a current resume to:

*Jeffery Howell, Human Resources Manager
U.S. District Court, Eastern District of New York
225 Cadman Plaza East, Room 123S
Brooklyn, New York 11201
Or via email at: nyed-applications@nyed.uscourts.gov*

The U.S. District Court is an Equal Opportunity Employer.