



**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON**

COURTROOM DEPUTY CLERK (20-WAW-10)

**For the Honorable Marsha J. Pechman, Senior U.S. District Judge
And the Honorable Barbara Jacobs Rothstein, Senior U.S. District Judge**

Salary: CL 26-27 - \$51,049 - \$91,156

Depending on qualifications and experience.

Application Deadline: February 2, 2020 or until filled

The United States District Court is currently accepting applications for a Courtroom Deputy Clerk to the Honorable Marsha J. Pechman and Barbara Jacobs Rothstein, Senior District Judges. This position is part of the District Court Clerk's Office and works as part of a self-directed team. This courtroom deputy will have responsibility for the caseload of two senior judges, independently managing cases, performing docketing and quality assurance for all document filings, responding to judicial orders, drafting documents for review by the Judges, attending court sessions and conferences, and acting as liaison among the Clerk's Office, members of the bar, and the Judges. This position is the primary source of information on scheduling conferences, hearings, trials, and other case management processes.

In addition to these duties, the courtroom deputy in this position will be the primary back-up deputy for the team; act as liaison for all out-of-district video hearings and visiting judges; and process cost bills for all Seattle cases.

QUALIFICATIONS: The minimum qualification for this position is one to two years of specialized, progressively responsible administrative or legal experience, preferably in a law firm, legal counsel's office, or court environment. This fast-paced and challenging position requires the successful applicant to present a professional demeanor at all times and to possess strong organizational, analytical, oral and written communication skills. The successful candidate must also be knowledgeable in the use of legal terminology, be able to apply a body of rules, regulations, directives or laws, and be proficient in the use of technology. The person in this position must exercise sound judgment, maintain confidences, work harmoniously with others, and foster high ethical standards. *Preferred Qualifications: Bachelor's degree, knowledge of federal rules and procedures, experience with CM/ECF, prior court experience.*

APPLICATION INSTRUCTIONS: Qualified applicants need to submit a letter of interest addressing relevant work experience and a current resume in a single PDF attachment by email to: seattle_personnel@wawd.uscourts.gov or by mail to U.S. District Court – Human Resources (20-WAW-10) 700 Stewart Street, Suite 2218, Seattle, WA 98101. Complete vacancy announcement and a summary of benefits may be found on the Court's website at www.wawd.uscourts.gov under "Careers". To be considered for this position, candidates must submit the entire application package in the manner prescribed by the instructions.

The Court is an Equal Opportunity Employer and values diversity in the work place. Applicants are subject to a complete FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Please note that federal judicial employees are governed by certain ethical guidelines that generally prohibit the practice of law and significantly restrict the ability to engage in pro bono legal representation and outside employment. Judiciary employees are also restricted from engaging in any political activities, whether partisan or nonpartisan.