



UNITED STATES DISTRICT COURT – DISTRICT OF KANSAS

U.S. Federal Courthouse

401 N. Market

Wichita, KS 67202

www.ksd.uscourts.gov

Courtroom Deputy

Vacancy Announcement #WI24-19

Position Title: Courtroom Deputy
Position Type: Full-Time Permanent
Location: Wichita, Kansas
Salary Range: \$52,831 - \$72,553 Annually (CL 26/1 – 27/25), with advanced in-step placement up to CL 27/61, \$94,338, available for current/former federal employees or exceptionally qualified candidates.
Open Date: October 31, 2024
Closing Date: Open until filled, preference given to applications received by November 20, 2024

POSITION OVERVIEW

The United States District Court for the District of Kansas is a trial court accepting applications for a Courtroom Deputy. A courtroom deputy manages a judge's caseload, attends court, prepares and enters a variety of documents and orders in the Court's electronic filing system, and maintains the court calendar. This position assists other courtroom deputies and the clerk's office with general office duties, court events, and other special projects. Travel to divisional offices or other locations for off-site proceedings is required.

REPRESENTATIVE DUTIES

- Utilize the electronic case filing system (CM/ECF) to monitor filings and responses to judicial orders; set dates and times for court proceedings; and inform the judge and immediate staff of case progress to ensure matters are timely addressed.
- Attend court sessions and conferences, assist with the orderly flow of proceedings, set up the courtroom, ensure the presence of all necessary participants, manage exhibits, and prepare minute entries and judgments for the judge's approval.
- Serve as a liaison between the clerk's office, the bar, and the court to ensure that cases proceed smoothly and efficiently.
- Answer routine inquiries and provide public assistance on court processes as authorized, maintaining the confidentiality of sensitive matters.
- Assist with court events, special projects, and other administrative duties as needed by the judge and the clerk's office.
- Receive, screen, and refer telephone calls and visitors.

REQUIRED EXPERIENCE AND QUALIFICATIONS

- High school diploma or equivalent and at least one year (CL26) or two years (CL27) of progressively responsible clerical or administrative experience demonstrating the ability to apply a body of rules, regulations, directives, or laws, and involving the routine use of computer systems, word processing, data entry or report generation.
- Incumbent must always present a professional demeanor.
- Time management skills, accuracy and attention to detail are exceptionally important.

- Possess strong interpersonal, organizational, analytical, verbal and written communication skills.

PREFERRED QUALIFICATIONS

- Possess a four-year degree from an accredited institution.
- Have previous experience that provided a working knowledge of legal terminology and processes.
- Enjoy problem-solving and being of service to others.

BENEFITS

1. 13 days paid vacation for each of the first three years
2. 20 days paid vacation during years 4-14
3. 26 days paid vacation annually with 15 years of service
4. 13 days paid sick leave annually
5. 11 paid federal holidays
6. Participation in the Federal Employees Retirement System (FERS)
7. Participation in the Thrift Savings Plan (TSP) with government match up to 5%
8. Health, dental, vision, group life, and long-term care insurance plans
9. Participation in the Flexible Benefits Program for Health and Dependent Care
10. Up to 12 weeks of Paid Parental Leave for eligible employees
11. Participation in Federal Occupational Health (FOH)/Employee Assistance Programs (EAP)
12. Student loan forgiveness for qualified individuals, pursuant to the terms of the [PSLF](#) program
13. Free parking
14. Free onsite fitness center

ADDITIONAL INFORMATION

The U.S. District Court reserves the right to modify or withdraw this job announcement without prior written notice. One or more positions may be filled from this vacancy announcement. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a favorable background check, which may be subject to periodic updates. The U.S. District Court requires employees to adhere to a [Code of Ethics and Conduct](#). Due to the volume of applications received, the court may only communicate to those individuals selected for an interview. Travel and relocation expenses will not be paid. Applicants must be United States citizens or [eligible to work for the United States Government](#).

APPLICATION PROCEDURE:

To apply for this position, please submit the following items in a single PDF document by email to HR@ksd.uscourts.gov and include the "Vacancy Announcement #WI24-19" in the email subject line:

1. Cover letter explaining your interest in the position
2. Current resume
3. [Federal Judicial Branch Application for Employment](#)
Form AO-78: separate forms available for PC and Mac users

* Current District of Kansas employees do not need to submit the AO 78 application form.

* You should NOT respond to questions 18, 19, and 20 of the AO 78 application form, in accordance with the Fair Chance to Compete with Jobs Act of 2019.

THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER