

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF INDIANA
Indianapolis Division**

COURTROOM DEPUTY CLERK

Salary: CL 26-27 - \$39,774-\$71,080
depending on qualifications and experience

CLOSING DATE: Friday, September 26, 2008

The United States District Court is currently accepting applications for a Courtroom Deputy Clerk. This position is part of the Clerk's Office, reports to the Chief Deputy Clerk, and will be assigned to Chief Judge David F. Hamilton. The incumbent has sole responsibility for a large caseload and independently manages cases; monitors document filing and responses to judicial orders; attends court sessions and conferences; assists with proceedings; acts as liaison among the clerk's office, members of the bar, and the judge; and serves as the primary source of information on scheduling conferences, hearings, trials, and other case processes.

QUALIFICATIONS: Three years of progressively responsible specialized experience, preferably acquired in a court or legal field. Fast-paced and challenging position requires incumbent to present a professional demeanor at all times, possess strong organizational, analytical, oral and written communication skills. Must be knowledgeable in the use of legal terminology, able to apply a body of rules, regulations, directives or laws, and proficient in the use of automated systems. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, and foster high ethical standards. *Experience as a practicing lawyer in litigation or extensive experience in a court or law practice is likely to be valuable.*

APPLICATION INSTRUCTIONS: Complete application instructions, a detailed position description, and a summary of benefits may be found on the Court's website www.insd.uscourts.gov under Employment Opportunities. To be considered for this position, candidates must submit the entire application package in the manner prescribed by the instructions. *Faxed or emailed submissions will not be considered.*

The Court is an Equal Opportunity Employer. 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. The United States District Court is a smoke-free environment.