

HOW TO APPLY FOR THE COURTROOM DEPUTY POSITION

Qualified applicants must submit a cover letter, résumé, college transcripts (if applicable), completed application form AO 78 (see fillable form below), and a supplemental statement explaining his or her knowledge, skills, and abilities (KSAs) and how they are pertinent to the six areas critical to this position. The supplemental statement is an important component of the application process. It should be single spaced, at least three (3) and no more than six (6) pages in length.

KSA 1: Ability to assume sole responsibility for a large caseload and independently manage cases, assuring timely case progression and disposition.

KSA 2: Knowledge and experience with the application and use of legal terminology, as it relates to civil, criminal and federal regulations and procedures.

KSA 3: Skill and expertise in managing and prioritizing daily tasks, often under strict time lines, while continuing to function as part of a team.

KSA 4: Ability to apply a body of rules, regulations, directives, or laws and make informed judgments based on interpretation of same.

KSA 5: Knowledge and proficiency with electronic case management and electronic case filing procedures and ability to transfer past experience with computer or database activities to new challenges.

KSA 6: Ability to conduct business with the public, the bar and court personnel in a poised, courteous, and professional manner.

All of the above items should be submitted, by mail or in person, to:

**U.S. District Court
46 East Ohio Street
Indianapolis, IN 46204
Attn: Personnel /Courtroom Deputy**

Faxed or emailed submissions will not be considered. Application packets must be postmarked no later than September 26, 2008.

Judicial Application Form AO 78

The above form is in PDF format and can be viewed or printed using Adobe's Acrobat® Reader, which is available free by [clicking here](#). To save the file to your local machine, right click on the link, then click on "Save link as."

BENEFITS

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the available benefits are:

- Participation in the federal health, dental and vision programs of your choice.
- Participation in the Federal Employees Retirement System.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in a long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.