

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

**COURTROOM DEPUTY CLERK**

**For the Honorable William T. Lawrence, District Judge**

Salary: CL 26-27 - \$42,839-\$76,948

depending on qualifications and experience

Application Deadline: February 20, 2015 or until filled

The United States District Court is currently accepting applications for a Courtroom Deputy Clerk to the Honorable William T. Lawrence, District Judge. This position is part of the Indianapolis Division of the Clerk's Office and reports to the Chief Deputy Clerk. The incumbent has sole responsibility for a large caseload and independently manages cases; monitors document filing and responses to judicial orders; drafts documents and memoranda for review by the Judge; 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 legal experience. Fast-paced and challenging position requires incumbent to present a professional demeanor at all times, possess strong organizational, analytical, oral and written communication skills. The successful candidate must be knowledgeable in the use of legal terminology; and able to apply a body of rules and regulations, directives or laws, including case law. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, and foster high ethical standards. *Experience in a court setting and a college degree are desirable.*

**APPLICATION INSTRUCTIONS:** Applications will be reviewed as they are received and the position may be filled prior to the Application Deadline. Complete application instructions, a detailed position description, and a summary of benefits may be found on the Court's website [www.insd.uscourts.gov](http://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.

**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.**