

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

Deputy In Charge of Division Office

Salary: CL25-CL26 - \$39,366 - \$70,453
depending on qualifications and experience

CLOSING DATE: Friday, June 24, 2016

The United States District Court is currently accepting applications for a Deputy in Charge for the Evansville Divisional Office. This position is part of the Evansville Division of the Clerk's Office and reports to the Divisional Operations Manager. Applicant should have exemplary customer service skills, a friendly, helpful, and professional demeanor, and be able to work as part of a team. Successful candidates will be highly motivated and exhibit excellent attention to detail.

RESPONSIBILITIES: Manages the daily activities of the divisional office, including financial, clerical and customer service functions. Enters pleadings and documents, maintains data and runs reports in the court's electronic case management system. Provides quality assurance for electronic filings, communicates with attorneys and others. Assists judges and their staff with case management responsibilities. Facilitates civil and criminal courtroom proceedings, including operating digital recording and other courtroom equipment, preparing documents, drafting entries and coordinating schedules with participants and other agencies.

QUALIFICATIONS: A minimum of one year of specialized experience is required and should include progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives or laws. The successful candidate must be knowledgeable in the use of legal terminology 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. Legal experience in a court or law office is preferred.

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. First consideration will be given to those who apply early.*

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.