

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF INDIANA
Indianapolis Division

COURTROOM DEPUTY CLERK

For the Honorable Tim A. Baker, Magistrate Judge

Salary: CL 26-27 - \$45,673-\$81,563

depending on qualifications and experience

Application Deadline: Friday, January 10, 2020 or until filled

The United States District Court is currently accepting applications for a Courtroom Deputy Clerk to the Honorable Tim A. Baker, Magistrate Judge. This position is part of the Indianapolis Division of the Clerk's Office and reports to the Indianapolis Operations Manager. The incumbent has sole responsibility for a large caseload and independently manages cases, monitors document filings 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: The minimum qualification for this position is one to two years of specialized, progressively responsible administrative or legal experience, preferably in a law firm, legal counsel office, or court environment. **Applicants with substantial experience in a litigation setting will also be considered, especially paralegals and attorneys.** Fast-paced and challenging position requires successful applicant to present a professional demeanor at all times and to possess strong organizational, analytical, oral and written communication skills. The successful candidate must also be knowledgeable in the use of legal terminology, able to apply a body of rules, regulations, directives or laws (including case law), and be proficient in the use of electronic case filing. The person in this position must exercise sound judgment, maintain confidences, work harmoniously with others, and foster high ethical standards.

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 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. Please note that federal judicial employees are governed by certain ethical guidelines that generally prohibit the practice of law and significantly restrict the ability to engage in pro bono legal representation and outside employment. They are also prohibited from engaging in any political activities, whether partisan or nonpartisan.