



VACANCY ANNOUNCEMENT

UNITED STATES DISTRICT COURT WESTERN DISTRICT OF NEW YORK

Address: 2 Niagara Square, Buffalo, NY

Website: www.nywd.uscourts.gov

Position: Relief Courtroom Deputy/Case Administrator

Vacancy: 26-03

Duty Station: Buffalo, New York

Salary: CL 26 (\$56,857-\$92,405)

Promotion potential to CL 27 without further competition based on eligibility and needs of the office.

Overview

The Relief Courtroom Deputy/Case Administrator is the “face” of the court to much of the public and attorneys who practice in the Court and helps create positive public impressions about the Judiciary. To learn more about career opportunities in the Judiciary, [CLICK HERE](#) to view a brief video.

Representative Duties

- Attend and assist with the orderly flow of court proceedings; set up/troubleshoot courtroom technology. Assure presence of all necessary parties, manage exhibits, and prepare minutes.
- Review cases or reports for necessary action.
- Keep judge and staff informed of case progress. Assist in jury selection and maintain jury selection and attendance records.
- Serve as liaison between the Clerk’s office, bar, public, and Court.
- Schedule court reporters and interpreters; process transcripts; arrange for transcriptions; answer questions from parties and the public regarding fees.
- Draft orders and judgments.
- Check for prior or prohibited filing. Verify attorney’s authority to practice. Monitor for release of exhibits and sealed documents.
- Make summary entries on the docket, create and process new case files, assign case numbers, open cases and docket initial events, perform quality control on docket entries.
- File and maintain case records. Retrieve files and make copies of records for parties. Certify court documents.
- Provide case administration support to the Alternative Dispute Resolution program and *Pro Bono* program.
- Provide information regarding case status, archive information, and CM/ECF instruction.
- Perform other duties as assigned.



How to Apply

Please submit a cover letter, resumé, and AO78 Application for Judicial Branch Federal Employment ([CLICK HERE](#) for AO78) as a single PDF attachment by email to:

applications@nywd.uscourts.gov

subject line “Relief Courtroom Deputy/Case Administrator, Reference No. 26-03.” Save the documents as one PDF, using your firstname_lastname.

When the AO78 is filled out electronically and returned by email, the fillable form must first be resaved and submitted as a non-fillable PDF before submission, otherwise the form will appear blank. **Applicants are required to complete the AO78, page 5, Optional Background Information.**

Only candidates selected for an interview will be notified and must travel at their own expense.

Important Dates

Application Deadline: Until filled

Position Available: Immediately

District Overview

The District’s jurisdiction encompasses the 17 most western counties of Upstate New York, with courthouses located in Buffalo and Rochester. The District is comprised of seven United States District Judges, seven United States Magistrate Judges, and approximately 100 employees.

Qualification Requirements

- High school diploma or equivalent.
- Specialized experience such as 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 and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Organizational Relationship

This position is assigned to the Office of the Clerk, U.S. District Court, Western District of New York, and reports to the Chief Deputy Clerk.

Benefits

Click [HERE](#) to learn more about the Judiciary's benefits.

Background

Investigation

This is a sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an Office of Personnel Management background check, social media inquiry, and a favorable suitability determination.

Applicant Information

Employees must adhere to a [Code of Conduct](#). The Court provides reasonable accommodations to applicants with disabilities. Veterans' preference is not a factor used in Judicial Branch appointments. Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are "at will" and may be terminated with or without cause. Employees are required to use electronic funds transfer for payroll deposit.

The United States District Court for the Western District of New York is an Equal Opportunity Employer.