



John M. Domurad
Clerk of Court

Daniel McAllister
Chief Deputy Clerk

www.nynd.uscourts.gov

Important Dates

Opening Date:
February 26, 2025

Closing Date:
Open Until Filled

Apply to:

[Courtroom Deputy Clerk](#)

**The Northern District of
New York is an Equal
Opportunity Employer.**

Mission

The mission of the Clerk's Office of the United States District Court for the Northern District of

New York is to provide administrative and case management support to the Court and to serve the public in a professional, timely and efficient manner.

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF NEW YORK

Position: Courtroom Deputy
Vacancy No: 25-DC-13e
Classification: CL 26 - 27
Starting Salary: \$53,839 - \$73,939*
Status: Full-time
Duty Station: Syracuse, NY

**Starting salary is set considering human resources policies, qualifications, experience, and applicant's current salary or federal pay grade.*

POSITION OVERVIEW

This position is in the Operations Division of the Clerk's Office. The Courtroom Deputy will be assigned to a Magistrate Judge. The incumbent will have daily contact with the staff of the Clerk's Office, the public, and the bar and will perform a full range of duties. Duties involve managing the judge's civil and criminal caseload, attending and logging court proceedings, processing orders, and recording proceedings. This job entails a high level of knowledge and complexity regarding case management responsibilities and court or courtroom operations, and reports to the Operations Manager. We are looking for someone who has experience providing support in a fast-paced and complex court environment, who is flexible and willing to support the office wherever needed, and who is eager to learn and grow with us.

Duties include, but are not limited to the following:

- Manage judge's cases by calendaring, including setting and monitoring deadlines, monitoring filing of pertinent documents, and timely responses to judicial orders. Docketing including but not limited to court orders and judgments from chambers, minutes of proceedings, and notices for conferences and hearings. Regulate case movement.
- Keep judge and immediate staff informed of case progress. Assist the judge and parties in jury selection and maintain records of jury selection and attendance. Act as liaison between the clerk's office, the bar, the public and the judge to ensure that cases proceed smoothly and efficiently. Maintain contact with counsel during deliberations.
- Coordinate hearings. Assist in the accurate statistical reporting requirements of the Administrative Office. Review the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings. Take notes of proceedings, rulings, notices and prepare and file minute entries electronically.
- Other duties as assigned, including new case openings, assisting at the public intake counter when necessary, and assignment of special projects.

QUALIFICATIONS

Paralegal or bachelor's degree is preferred. Candidate should have a minimum of 3 years of legal work experience, with strong organizational and communication skills, as well technical legal knowledge.

- Ability to manage multiple tasks and priorities with frequent interruptions.
- Strong problem solving and critical thinking skills and the ability to research solutions.
- Excellent interpersonal and customer service skills is essential.
- Strong computer and research skills is essential.
- Ability to prioritize and manage deadlines is essential.
- Knowledge of case management techniques is strongly preferred.

Benefits Package

- Health, dental, vision, life, and long-term care insurance
 - Health and dependent reimbursement accounts
 - Student loan forgiveness
 - Federal Employee Retirement System
 - Thrift Savings Plan with 5% match
 - Flexible work schedule
 - Telework
 - Paid annual and sick leave
 - Paid federal holidays
 - Paid Parental leave
 - Paid parking
 - On-site fitness facility
- <http://www.uscourts.gov/careers/benefits>

Conditions of Employment:

- Applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) seeking U.S. citizenship or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.
- Completion of FBI Fingerprint Background Check.
- Employment will be provisional and contingent upon the satisfactory completion of the required background check. Retention depends upon a favorable suitability determination.
- Employees are subject to mandatory electronic funds transfer.
- Employees are considered at will.
- Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees.

APPLICATION PROCEDURE

Consideration will only be given to those that apply through the court's online applicant tracking system. To view openings and to apply, visit our applicant tracking system at <https://forms.nynd.uscourts.gov/recruitment/>

Applicants must submit the following:

1. A letter of interest.
2. A current resume.
3. A completed AO-78, Application for Judicial Branch Federal Employment (submitted via applicant system).

Application materials that do not adhere to this procedure will not be considered. Only candidates selected for interviews will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized. No phone calls please.

The United States District Court, Northern District of New York reserves the right to modify the conditions of this job announcement; to withdraw the job announcement or to fill the position earlier than the closing date. Any of which may occur without prior written notice. The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis. EOE.