



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF WISCONSIN
OFFICE OF THE CLERK**

Vacancy Announcement#: 25-07

Courtroom Deputy

for U.S. District Court Chief Judge Pamela Pepper

CL-26/CL-27 - \$56,305 - \$100,550

***Starting salary based on qualifications and experience**

Position open until filled

This position is part of the U.S. District Court Clerk's Office and will be assigned to the chambers of U.S. District Court Chief Judge Pamela Pepper

Representative Duties

Receive and review incoming documents to determine conformity with appropriate rules, practices, and/or court requirements.

Answer routine inquiries regarding case status and provide assistance to the public as authorized, maintaining the confidentiality of sensitive matters.

Schedule and attend court proceedings. Manage courtroom, including assuring presence of all necessary participants and organizing exhibits. Take notes of proceedings; prepare electronic minutes; upload audio of hearings to the court's automated electronic filing system (CM/ECF).

Perform case management duties to ensure the accuracy, timeliness, and quality of all documents and proceedings in CM/ECF. Perform quality assurance checks on electronically filed documents. Compile accurate statistical reports.

Act as liaison between the clerk's office, attorneys, the public, and the judge to ensure that cases proceed smoothly and efficiently.

Draft minutes and short orders for the judge's review. Docket notices, minutes, decisions, and orders in CM/ECF.

All other duties as assigned.

Minimum Qualification Requirements

Associate's, bachelor's, or advanced degree from an accredited college or university preferred. Experience in administrative, technical or professional positions, preferably in a court or legal setting. Proficiency with Microsoft Office applications. Advanced skill in written and oral communications, including the writing, editing, and proofreading of documents. Knowledge of court rules, policies, and procedures. Ability to maintain confidentiality and work with a variety of individuals and agencies. Skill in administrative matters, including file maintenance, record keeping, and reporting.

Information for Applicant

Position will remain open until filled. Only candidates selected for an interview will be contacted. Submit single PDF to: employment@wied.uscourts.gov including:

- 1. Cover letter explaining how applicant's experience relates to the position requirements,**
- 2. Resume, and**
- 3. Form AO 78, Federal Judicial Branch Application for Employment, available at:**
<https://www.uscourts.gov/forms-rules/forms/application-judicial-branch-federal-employment>

- Applicants must be U.S. citizen or eligible to work in the United States
- Federal benefits package
- Employees are required to use the Electronic Fund Transfer [EFT] for payroll deposit
- The selected candidate will be subject to a background check as a condition of employment
- Employees of the United States District Court are "at will" employees and are not included in the Government's Civil Service Classification