

**UNITED STATES DISTRICT AND BANKRUPTCY COURT  
DISTRICT OF IDAHO**



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**NOTICE OF VACANCY**

*The United States District and Bankruptcy Court for the District of Idaho is accepting applications for the position of **Courtroom Services Supervisor**. There are four offices within the District of Idaho: Boise (headquarters office), Pocatello, Coeur d'Alene, and Moscow. Assignment of the position is in the Boise headquarters office.*

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**Announcement Number:** 09-10

**Position Title:** Courtroom Services Supervisor  
Full-Time Permanent Position (FTP), Excepted Service

**Location:** Boise, Idaho

**Classification Level:** Court Personnel System , CL- 28

**Starting Salary:** \$54,087 to \$87,903, depending on experience

**Closing Date:** Friday, September 25, 2009

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**POSITION OVERVIEW:**

The United States District and Bankruptcy Court for the District of Idaho invites applications for the position of Courtroom Services Supervisor. The incumbent in this position will manage the Courtroom Services staff and provide courtroom and other assistance through management of court calendars, attending court proceedings, recording pertinent results for minutes and drafting judgments. The incumbent is also responsible for the collection and reporting of statistical data. The District of Idaho currently supports two District Judges, two Bankruptcy Judges, four Magistrate Judges and three 9<sup>th</sup> Circuit Court of Appeals Judges.

## **REPRESENTATIVE DUTIES:**

Manages the District's Courtroom Deputies, Court Reporters, Interpreters, Jury Administrators and all courtroom support staff, including leave and performance appraisals.

Manages facilities use and coordinates all courtrooms and conference rooms including divisional offices in conjunction with the Deputies-in-Charge. Works with other Federal agencies, Judges, schools and programs regarding use of court facilities and programs.

Identifies ways for the Clerk's office to improve responsiveness to Judges and judicial staff and to more efficiently manage cases.

Instructs employees on specific tasks and job techniques; prepares written instructions and resource materials and creates and updates a manual for Courtroom Deputies. Coordinates Courtroom Deputy training and conducts on-the-job training for new Courtroom Deputies. Provides access to and clarification of court procedures, policies, and directives.

Manages the day-to-day operations of Court Reporters, Courtroom Deputies and Electronic Court Recorder services. Balances the in-court/out-of-court workload of reporters, arranging contract or emergency coverage as needed.

Reports to Chief Deputy and/or Clerk of Court on performance, progress and training needs of courtroom services employees. Provides information as requested concerning promotions, reassignments, performance, and personnel needs.

Provides electronic sound recording services for the Court, including monitoring of equipment performance; monitoring and maintaining a record of court transcripts and ECRO tape orders.

Reviews transcripts to ensure compliance with format requirements of the Administrative Office of the U.S. Courts and the Judicial Conference. Reviews transcript billings to ensure that billing is in proper form and transcripts are prepared in a timely manner.

Manages cases by calendaring and regulating their movement, monitors filing of pertinent documents and timely responses to judicial orders. Sets dates and times for hearings, trials and conferences. Keeps Judges and immediate staff informed of case progress. Reviews information relating to pending cases to ensure that all records and reference material are available for use by the judge and counsel. Runs various case management reports and takes appropriate action to ensure cases progress.

Attends court sessions and conferences as necessary. Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, ensuring presence of all necessary participants, and managing exhibits. Takes notes of proceedings and rulings and prepares minute entries. Drafts standard orders and judgments for the judge's approval.

Makes summary entries of all documents and proceedings on the electronic docket. This includes, but is not limited to, such items as: pleadings, petitions, motions, complaints, minutes, and orders. Ensures that all electronic entries are appropriately linked for proper case management.

Acts as liaison among the Clerk's office, the bar, and the Judges to ensure that cases proceed smoothly and efficiently. Serves as a primary source of information on scheduling conferences, hearings, trials, and other case processes.

Coordinates and works closely with visiting Judges as needed to support the District of Idaho.

May coordinate and/or assist with jury administration and management in all offices within the District of Idaho.

Works closely with the United States Marshals and Court Security Officers on scheduling and handling of court proceedings.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree or equivalent experience, plus three years court specialized experience (5 plus yrs preferred). Specialized court experience includes progressively responsible experience that is closely related to the work of the position that has provided the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position. To qualify, candidate must be an independent, detail oriented, self-starter with excellent organizational, multi-tasking, and interpersonal skills. Candidate must have a strong command of the English language. Prior court and/or legal experience strongly preferred. Prior supervisory experience preferred.

**BENEFITS:**

- A generous benefits package is available and includes the following:
- 13 days paid leave per year plus 10 paid holidays
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FEGLI)
- Flexible Benefits Program
- Federal Employees' Group Long Term Disability Program (FEG LTD)
- Long Term Care Insurance through the Federal Judiciary or the Office of Personnel Management (OPM)

**APPLICATION PROCESS:**

Qualified applicants should submit a **letter of interest, current resume and AO-78 application by mail or in person by Friday, September 25, 2009 at 5pm to:**

**Julie Glass, Human Resources Director  
United States Courts, District of Idaho  
550 West Fort St.  
Boise, ID 83724**

**NO FAXES PLEASE**

**All documents must be RECEIVED by closing date and time.**

\*Application forms (AO-78) are available on our website in fillable format at [www.id.uscourts.gov](http://www.id.uscourts.gov), or at any of our office locations. **Please print or type all information. If your application does not provide all information requested, or if your applicant packet is not complete or late, you may not be considered for this position.**

**Only qualified applicants will be considered for this position. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.**

**As a condition of employment, all new employees are subject to a background check or investigation which includes an FBI fingerprint check, and retention depends upon a favorable suitability determination.**

**The Federal Financial Management Reform Act requires direct deposit of federal wages. The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are not included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees.**

THE UNITED STATES COURTS FOR THE DISTRICT OF IDAHO  
IS AN EQUAL OPPORTUNITY EMPLOYER