

## POSITION TITLE: COURTROOM DEPUTY

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<b>Vacancy #:</b>	26-05
<b>Court Name:</b>	United States District Court for the District of South Carolina
<b>Location:</b>	Columbia, South Carolina
<b>Salary/Range:</b>	\$54,372 – \$97,098 (CL-26/1 to CL-27/61), depending on qualifications and experience
<b>Opening Date:</b>	June 12, 2026
<b>Closing Date:</b>	Open until filled with preference given to applications received by June 26, 2026

### POSITION DESCRIPTION

The Clerk's Office of the United States District Court for South Carolina is seeking applicants for a full-time, permanent courtroom deputy for the **Columbia** division. Duties of a courtroom deputy involve managing the court docket, performing full courtroom duties which includes attending and logging court proceedings, preparing orders and judgments, and processing all court-related documents in accordance with Federal Rules and Local Court Rules and Procedures.

The position entails a high level of knowledge and complexity regarding court or courtroom operations. In addition, the courtroom deputy functions at the fully proficient level of courtroom work, including complete calendar responsibilities.

### REPRESENTATIVE DUTIES

- Assists with the coordination and management of judges' cases by calendaring and regulating their movement; monitoring filing of pertinent documents and timely responses to judicial orders; and setting dates and times for hearings, trials and conferences. Keeps judge and immediate staff informed of case progress.
- Attends court sessions and assists with orderly flow of proceedings, including but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Takes notes of proceedings and rulings and prepares minute entries. Schedules interpreters and swears in witnesses and interpreters, as well as other parties appearing before the court. Drafts judgments for judge's approval.
- Informs jury department of upcoming trials, needs for jurors, etc. Assists judge and parties in jury selection and compiles records of jury selection and attendance.
- Acts as liaison among clerk's office, the bar and the judge to ensure cases proceed smoothly. Serves as source of information on scheduling conferences, hearings, trials and other case processes.
- Enters documents and/or events in case management system according to court policy. Reviews the quality of electronically filed documents, ensuring that all automated entries are appropriately and accurately docketed, and makes summary entries on the docket of all documents and proceedings in criminal cases.

- May perform case administration duties and/or provide training or assistance of employees performing case administration duties.
- Reviews reports for necessary actions. Assists in the statistical reporting requirements of the Administrative Office.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Minimum Qualifications:**

- A minimum of one year of specialized work experience equivalent to work at the CL 25 level.
- Progressively responsible experience related to the processing of legal documents and monitoring legal procedures, use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws.

### **Preferred Qualifications:**

- A bachelor's degree from an accredited college or university is preferred.
- Five years of progressive courtroom deputy experience.

### **Other Qualifications/Skills:**

Ability to effectively communicate with judges, counsel and other court employees. The incumbent must use good judgment and tact. The incumbent should have the ability to communicate with and serve customers well, to work independently, as well as collaboratively as part of a team, and multitask. Ability to take notes and summarize for minute entries. Ability to learn and use automated systems to accomplish work. Knowledge of and skill in the use of automated systems.

### **Benefits**

The United States District Court is part of the Judicial Branch of the United States Government. Court employees are entitled to the same benefits as other federal employees. These benefits include:

- 11 paid holidays.
- Paid annual leave in the amount of 13 days per year for the first three years of employment; 20 days after three years; and 26 days after fifteen years of federal service.
- Paid sick leave in the amount of 13 days per year.
- Mandatory participation in the Federal Employees Retirement Program and Social Security Retirement Program.
- Optional participation in the Thrift Savings Plan (TSP).
- Optional participation in the Federal Employees Health Benefits (FEHB), Federal Employee Group Life Insurance (FEGLI), Federal Employees Dental and Vision Plans (FEDVIP), and the Judiciary's Flexible Spending Programs.

The following link is provided for additional information regarding benefits:

<https://www.uscourts.gov/careers/benefits>

## Conditions of Employment

Employees must be United States citizens or lawful permanent residents currently seeking citizenship or intending to become a citizen after meeting the eligibility requirements as outlined in Title 8 U.S.C. § 1324b(a)(3)(B).

Employees are required to adhere to the *Code of Conduct for Judicial Employees*, which is available to applicants to review upon request.

Employees of the United States District Court are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the Court.

Employees in this sensitive position will be hired provisionally pending the successful completion of an Office of Personnel Management (OPM) background investigation and favorable suitability determination. Unsatisfactory results may result in termination of employment.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

## How to Apply

Qualified individuals must submit all the following information:

- A cover letter detailing how your experience relates to the position requirements.
- The Application for Federal Employment (AO-78) – a link to the form is provided here: <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>.
- A resumé detailing all relevant experience, education, and skills.
- A list of three professional references with current contact information.

All documents must be submitted via email (**as a single PDF attachment**) to: [personnel@scd.uscourts.gov](mailto:personnel@scd.uscourts.gov). Include “**Vacancy #26-05**” in the subject line. Hard copies and faxed copies of applications will not be accepted. Position is open until filled. Priority consideration will be given to applications received by **4:00 PM** on **June 26, 2026**.

Failure to submit a complete and signed cover letter, AO-78, and resumé will result in immediate disqualification. Description of Work section of the AO-78 must be completed to include salary information. Incomplete and/or unsigned application will not be considered, returned, or retained. All applicants will be screened to identify the most qualified and suitable candidate. Only applicants selected for an interview will be contacted and must travel at their own expense. Please do not contact the court to inquire about the status of your application.

The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which may occur without any prior written or other notice.

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In the event a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk of Court may elect to select the next top-rated candidate from those who applied for the initial announcement without re-posting the position.

**The United States District Court is an Equal Opportunity Employer**