



United States Courts

District of Montana

Vacancy Announcement

02D:2023

Position Title :	Deputy Clerk
Duty Station:	Billings, Montana
Starting Grade/Salary*:	CL 25 \$45,682- \$74,271 CL 26 \$50,316 - \$81,771 CL 27 \$55,266- \$89,867
Announcement Date:	March 23, 2023
Application Deadline:	Open until filled, applications received by April 10, will be given full consideration.
Anticipated Start Date:	Flexible

*Starting salary and grade will be determined based on experience and qualifications. Applicants selected from outside the judiciary generally start in the developmental range for a CL 25 (\$45,682 - \$56,641). This is a career ladder position, with grade increases to CL 26 and CL27 possible without further competition. Qualified clerk's office staff currently employed by the Federal Judiciary are encouraged to apply for a transfer and may be eligible for compensation beyond that of the developmental range.

Representative Duties:

This position is located in the clerk's office of the consolidated District and Bankruptcy Court for the District of Montana. This position performs a variety of progressively responsible duties that will contribute to the overall daily operations of the clerk's office. Duties include, but are not limited to: receiving and filing both district and bankruptcy court documents in accordance with set protocols and deadlines; maintaining files for the court; managing jury processes; monitoring and managing the progression of cases; providing backup assistance in the courtroom; receiving and processing payments; interacting professionally with the public, jurors, attorneys, judges, trustees, and court staff; and complying with the court's confidentiality and ethics requirements. Secondary responsibilities include providing courtroom support to judges by attending court proceedings, recording pertinent results for minutes and managing case documents.

Education and Experience Qualifications:

Minimum requirements: High school diploma or equivalent.

Desired skills: Successful applicants will have strong computer skills, including typing and data entry; experience using automated systems, especially document management and word processing programs; excellent customer service and communication (oral and written) skills; and familiarity with legal documents and knowledge of how cases move through the court system.

Preference will be given to applicants with previous work experience in the legal field, a law firm, or court.

Conditions of Employment:

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one. Any position offer will be considered provisional until a full suitability determination can be made.

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. Employees of the United States Courts are considered “at will” employees and are not covered by the Office of Personnel Management’s civil service classification system or regulations. Court employees are required to adhere to the [Code of Conduct for Federal Judicial Employees](#). This position is subject to mandatory electronic funds transfer for payroll direct deposit.

Application Procedure:

Qualified applicants should submit electronically only the following materials in PDF format:

- A letter of application summarizing the applicant’s qualifications;
- A current resume detailing relevant experience, dates of employment and functions performed;
- A completed application for judicial branch employment, form AO-78. (Note: the last page of the AO-78 requires a conventional signature); and
- A list of at least three professional references, which can be incorporated into the resume.

Applications should be submitted via the Online Application Portal:

<https://opportunities.ilnb.uscourts.gov/employment/appform.cfm?ref=p4ezazbn&pos=02D:2023>

Please contact Susie Johnston if you require alternative application submission options at 406-542-7113 or email Susanne_Johnston@mtd.uscourts.gov

The Court will provide acknowledgement of received applications immediately via a message on the application portal when an application is submitted. Due to the expected volume of applications further communication will be limited to those applicants chosen for additional screening and/or interviews.

The United States Courts are an Equal Opportunity Employer.