



**United States District Court for the
Southern District of Alabama
Mobile, Alabama**

**VACANCY ANNOUNCEMENT 26-03
RELIEF COURTROOM DEPUTY**

The United States District Court for the Southern District of Alabama is currently accepting applications for a full-time Relief Courtroom Deputy. This is a permanent position located in the Clerk's Office in Mobile, Alabama. The scheduled work hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. The Relief Courtroom Deputy reports directly to the Chief Deputy Clerk and is subject to a six-month probationary period.

Position:	Relief Courtroom Deputy
Salary Range:	CL 26 (\$54,372 – \$88,366)
Opening Date:	May 29, 2026
Closing Date:	Open Until Filled

Salary determined by qualifications and experience. Promotional potential to next Classification Level (CL) without further competition.

MISSION OF THE CLERK'S OFFICE:

The United States Courts are an independent, national judiciary providing fair and impartial justice within the jurisdiction conferred by the Constitution and Congress. As an equal branch of government, the federal judiciary preserves and enhances its core values as the courts meet changing national and local needs.

POSITION OVERVIEW:

The Relief Courtroom Deputy assists district and magistrate judges by serving as a substitute courtroom deputy when a judge's regularly assigned courtroom deputy is unavailable. Responsibilities include managing the judge's caseload, attending and recording court proceedings, and processing court orders and related documentation. The position requires strong organizational skills, attention to detail, professionalism, and the ability to work effectively in a fast-paced court environment. Overnight travel may be required to provide courtroom coverage as needed.

DUTIES AND RESPONSIBILITIES:

- Manage a judge's caseload in the absence of the regularly assigned courtroom deputy. Calendar and regulate the movement of applicable cases; monitor the filing of pertinent documents and timely responses to judicial orders; schedule hearings, trials, and conferences; and keep the judge and chambers staff informed of case progress and pending changes.
- Review information relating to pending cases to ensure that all records, exhibits, and reference materials are available and organized for use by the judge and counsel.
- Attend court proceedings, hearing, and conferences. Assist in maintaining the orderly flow of proceedings by preparing the courtroom, ensuring the presence of all required participants, assisting with jury selection, and managing exhibits and related materials.
- Take accurate notes of proceedings and judicial rulings and prepare minute entries. Draft judgments, orders, and other court documents for the judge's review and signature.
- Perform data processing functions related to the court's automated record maintenance systems. Upload orders, pleadings, judgments, and other case documents in accordance with local policy using the electronic case management system.

- Coordinate with jury staff regarding upcoming trials and juror requirements. Assist the judge and parties during jury selection and maintain records related to jury attendance and selection proceedings.
- Assist in compiling and reporting statistical information for submission to the Administrative Office of the U.S. Courts.
- Serve as a liaison between the Clerk's Office, attorneys, litigants, and the judge to facilitate the efficient progression of cases. Act as a primary source of procedural and scheduling information regarding conferences, hearings, trials, and related court matters. Review Criminal Justice Act (CJA) vouchers for inconsistencies involving reported in-court hours submitted by court-appointed attorneys.
- Perform case administration functions and provide operational support to staff performing case management duties when not assigned to a judicial officer.
- Travel to the Northern Division Courthouse, as assigned, to provide courtroom and operational support. Perform additional clerk's office functions as needed, including intake, electronic case management, appeals processing, records management, financial reporting, and jury assistance. Accept, file, and docket civil and criminal pleadings and serve as a local information resource for litigants and the public.
- Perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Applicants must possess at least one year of specialized experience. Specialized experience is defined as progressively responsible clerical or administrative work requiring the regular application of established procedures, rules, regulations, directives, or laws. Qualifying experience must demonstrate the ability to interpret and apply policies and procedures, utilize specialized terminology, and operate automated systems and office software for word processing, data entry, case management, or report generation.

Relevant experience is commonly obtained in environments such as courts, law firms, legal services offices, banking and financial institutions, educational institutions, social service organizations, insurance companies, real estate or title companies, and corporate or human resources/payroll operations.

Preferred Qualifications and Skills: A bachelor's degree or advanced degree in legal studies or a related field is preferred. Current or prior experience as an operations specialist or courtroom deputy clerk is highly desirable. Preference will also be given to candidates with experience using the CM/ECF system and a strong working knowledge of federal and local court rules. Familiarity with statistical reporting processes is also highly preferred.

The successful candidate will be a self-starter who is mature, highly organized, and poised under pressure. The individual must demonstrate initiative, sound judgment, tact, dependability, and professionalism at all times. Strong interpersonal and communication skills are essential, including the ability to interact effectively with the public and work collaboratively within a team-based environment.

Candidates should possess excellent customer service and problem-solving abilities, strong technical and computer proficiency, and the capacity to work efficiently in a fast-paced environment involving numerous and diverse legal matters.

COMPENSATION AND BENEFITS:

Compensation will be determined based on the candidate's experience and qualifications, consistent with the policies and guidelines of the Court Personnel System (CPS). If selected at a level below the highest classification, the employee may be eligible for promotion to the next level without additional competition, contingent upon satisfactory performance and available funding.

The Court offers a competitive benefits package and is a qualifies as an eligible employer under the [Public Service Loan Forgiveness](#) (PSLF) program.

Employees are eligible to participate in the retirement program, the Federal Employee's Group Health (FEHB) program, life insurance, dental and vision coverage, and flexible benefits options. Additional details about federal court benefits can be found at: <https://www.uscourts.gov/careers/benefits>.

CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. citizens or eligible to work in the United States. (See [Citizenship Requirements for Employment in the Judiciary](#) for additional information.) Judiciary employees serve under excepted appointments. Judiciary employees are considered "at will" and are not covered by federal civil service classifications or regulations.

This position is subject to mandatory electronic funds transfer (direct deposit) of payment of federal wages. Appointment is provisional and contingent upon successful completion of an FBI background check. The U.S. Courts require employees to adhere to the [Code of Conduct for Judicial Employees](#).

APPLICATION PROCEDURES:

Qualified applicants must submit a **single PDF document** containing the following materials to alsd_hr@alsd.uscourts.gov.

- 1) A letter of interest explaining how your experience aligns with the requirements of the position.
- 2) A current resume outlining all relevant experience, education, and skills.
- 3) A completed Application for Judicial Branch Employment (Form AO 78), available on the Court's website at: www.alsd.uscourts.gov.

Applications that are incomplete will not be considered. Only applicants selected for further consideration will be contacted. Applicants will not receive notification if they are not selected. Please do not contact the Court to inquire about the status of your application. The U.S. District Court reserves the right to modify or withdraw this job announcement at any time without prior notice.

The United States District Court is an Equal Employment Opportunity Employer.