**Courtroom Deputies Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for Courtroom Deputy to assist judges in processing and managing court proceedings in an orderly fashion, and manage a judge’s caseload.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Manage and organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems. Attend court sessions and conferences. Assist with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring the presence of all necessary participants, and managing exhibits. Take notes of proceedings, rulings, notices, and prepare minute entries electronically.
* Review cases and reports for necessary actions.
* Schedule court reporters and interpreters; arrange for transcriptions, and answer questions from parties and the public regarding obtaining transcripts. Refer defendants and their families to the probation office as appropriate.  
  Inform the jury clerk of upcoming trials, needs for jurors, etc. Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems.
* Coordinate hearings. Assist in the accurate statistical reporting requirements of the
* Administrative Office. Review the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings.
* Perform case administration duties and/or provide training or assistance to employees performing case administration duties and perform administrative tasks such as entering financial transactions.
* Respond to all requests regarding operations. Answer procedural questions for judges, staff, and the public. Provide customer service and resolve difficulties while complying with regulations, rules, and procedures. Abide by the Code of Conduct for Judicial Employees and court confidentiality requirements. Demonstrate sound ethical behavior and good judgment at all times. Handle sensitive information appropriately.
* Manage large caseload including calendaring, distributing, and monitoring various deadlines, monitoring the filing of pertinent documents and timely responses to judicial orders, and ensuring compliance with relevant protocols.
* Review cases and reports for necessary actions.
* Coordinate hearings, whether held in person or virtually, and ensure the orderly flow of court proceedings by setting up the courtroom, assuring the presence of necessary participants, making a verbatim record on recording equipment, maintaining a detailed log of recorded proceedings, swearing in witnesses, and managing exhibits.
* Take notes of proceedings, rulings, notices, and prepare minute entries electronically.
* Review the quality of electronically filed documents, ensure that all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of documents and proceedings.
* Assist in the accurate statistical reporting requirements of the Administrative Office.
* Support the courtroom deputy team by providing back-up and coverage as necessary.
* Update manuals and supporting documents.
* Perform additional administrative duties as assigned.

### About you

* Minimum of [insert number] years of specialized clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.
* Ability to work independently with minimal supervision and to function effectively as part of a team.
* Excellent computer, communication, interpersonal, and organizational skills; excellent customer service skills.
* Ability to manage multiple tasks and priorities and adhere to strict deadlines; accuracy and attention to detail required.

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]