

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF TEXAS**



Vacancy Announcement 14-05

COURTROOM DEPUTY

Dallas, Texas

Closing Date: July 31, 2014

Salary: \$44,606--\$79,707 (CL 26/CL 27)*

*The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts.

PRIMARY RESPONSIBILITIES

The United States Bankruptcy Court is recruiting for a Courtroom Deputy to the United States Chief Bankruptcy Judge. The incumbent performs specialized court and courtroom functions including calendaring, electronic court recording operator (ECRO), and other courtroom duties. The duties involve managing the judge's caseload, attending and recording court proceedings, and processing orders. This job entails a high level of knowledge and complexity regarding court and courtroom operations. The incumbent is also responsible for a variety of functions from case opening to final disposition of cases. This position reports directly to the Operations Supervisor. Specific duties are as follows:

- Manages the judge's cases through various actions including calendaring, monitoring deadlines, monitoring filing of pertinent documents, generating reports, and processing orders.
- Maintains court calendar including providing settings and monitoring for conflicts.
- Serves as the primary source of information on scheduling conferences, hearings, trials, and other case processes.
- Performs duties associated with digital court recording (e.g. records court proceedings, processes multi-media duplication and transcript requests, and catalogs recordings) and ensures all electronic equipment is functioning properly, including setting up and troubleshooting electronic evidence presentation systems.
- Assists with courtroom proceedings, assures the presence of all necessary

participants, swearing in of witnesses, coordinating telephonic and video hearings, operating digital recording system, and managing exhibits and sealed documents admitted during court proceedings. Takes notes of proceedings, rulings, notices, and prepares minute entries electronically.

MINIMUM REQUIREMENTS:

High school graduate. Two years of general clerical experience plus three years specialized experience (progressively responsible experience related to the processing of legal documents, use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws).

Required competencies include:

- **Ability to organize, plan, direct and review daily work of others**
- **Excellent oral and written communication skills**
- **Ability to produce accurate, thorough, and high quality work products**
- **Demonstrate a high level of knowledge of bankruptcy rules and procedures**
- **Ability to communicate effectively with the judge, chambers staff, and attorneys**
- **Demonstrated skill in using personal computers, word processing software, Internet browser, electronic mail, and other software applications**
- **Initiative and ability to work independently**
- **Ability to think logically, research matters, and solve problems**
- **Demonstrated reliability and punctuality**

DESIRED QUALIFICATIONS:

A Bachelor's degree from an accredited 4 year college or university. CM/ECF experience. Knowledge and understanding of the policies and procedures of the court. Thorough understanding of case management process from inception to closing. Understanding of how other processes in the Clerk's Office relate to his/her position.

BENEFITS:

Court employees are not included in the government's civil service classification. They are, however, entitled to the same benefits as other federal employees, including: up to 13 days of paid annual leave per year for the first three years, thereafter up to 26 days per year, 10 federal holidays, participation in the Federal Employees Retirement System with percent of contributions matched, choice of health benefit plan from several options, life insurance, and periodic salary increases. This position is subject to mandatory electronic funds transfer for salary payments.

APPLICATION PROCESS:

Submit a cover letter with current resume to: Loretta Robinson, Human Resources Manager, via e-mail (Word or PDF format) to: humanresources@txnd.uscourts.gov

The United States Bankruptcy Court is an Equal Opportunity Employer