

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



Vacancy Announcement 15-04

JUDICIAL SUPPORT SPECIALIST

Fort Worth, Texas

Closing Date: February 20, 2015

Salary: \$45,076--\$73,241 (CL 26)*

*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 Judicial Support Specialist is a member of the Bankruptcy Clerk's Office and performs specialized court and courtroom functions including calendaring, electronic court recording (ECRO), and other courtroom duties. The duties involve assisting with the management of the judge's caseload, attending and recording court proceedings, and processing orders and other documents. The incumbent is also responsible for a variety of functions from case opening to the final disposition of cases. This position reports to the Fort Worth Divisional Manager.

Specific duties are as follows:

- 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. Takes notes of proceedings, rulings, notices, and prepares minute entries and other documents as needed.
- Keeps judge and staff informed of case progress. Acts as liaison between the clerk's office, the bar, the public, and the judge to ensure that cases proceed smoothly and efficiently. Maintains contact with counsel during deliberations.

- Assists the judge and parties in jury selection and maintains records of jury selection and attendance.
- Reviews case management reports and takes appropriate action to ensure timely progression of cases resulting in their proper disposition (e.g. discharge, dismissal, conversions, transfer). Performs other duties associated with the management of cases.
- Monitors the timely submission and filing of orders.
- Dockets minute orders, proceeding memos, court orders, judgments, and other matters in the electronic filing system as needed.
- Identifies emergency motions and documents that require special handling and refers them to appropriate personnel with minimum delay.
- Processes and transmits case records for appeals.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS:

High school graduate. Two years of general clerical experience plus two 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:

- **Knowledge of bankruptcy processes and procedures.**
- **Thorough knowledge of the purpose and content of legal documents.**
- **Ability to communicate effectively with judges and other participants in court proceedings, including swearing-in witnesses.**
- **Aptitude for operating and maintaining sound recording equipment.**
- **Ability to take notes and summarize material for proceeding memos in a distracting setting.**
- **Excellent oral and written communication skills including proficiency of language usage, grammar, and spelling.**
- **Demonstrated skill in using personal computers, word processing software, Internet browser, electronic mail, and other software applications.**
- **Demonstrated reliability and punctuality.**

DESIRED QUALIFICATIONS:

College degree. Electronic filing system experience (CM/ECF). Knowledge and understanding of the policies and procedures of the court. Understanding of case management process from inception to closing. Knowledge or experience 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** and **salary history** to:

***Human Resources #15-04
U.S. District Court
1100 Commerce Street, Rm. 1452
Dallas, Texas 75242***

or submit by e-mail (in Word or PDF only) to: humanresources@txnd.uscourts.gov

The selected candidate will be subject to a criminal history and financial background investigations by law enforcement agencies, which include FBI fingerprinting as a condition of employment. The applicant must be a United States citizen or a lawful permanent resident (i.e., green card holder) who is seeking citizenship. Retention depends upon a favorable suitability determination.

The United States Bankruptcy Court is an Equal Opportunity Employer