

**United States Bankruptcy Court
District of Connecticut**

CAREER OPPORTUNITY

Position Title: Relief Courtroom Deputy (Full-time permanent)
Location: Hartford, Connecticut
Open Date: February 12, 2017
Close Date: February 16, 2017
Salary Range: CL-26 (\$49,521 - \$80,522)

POSITION OVERVIEW:

This position is located in the Clerk's office of the United States Bankruptcy Court for the Hartford Division.

REPRESENTATIVE DUTIES:

- Manage judge's cases through CM/ECF and BCAP, monitor the filing of pertinent documents, and timely responses to judicial orders.
- Maintain and organize exhibits used in court proceedings, attend court sessions, take notes of proceedings and swear in witnesses.
- Docket all calendar markings.
- Serve as primary source of information on scheduling conferences, hearings, and trials. Act as liaison between the clerk's office, the bar, and the public to ensure cases proceed smoothly and efficiently.
- Enter orders.
- Serve as primary source to process pleadings using the court's Contested Matter Procedure.
- Other duties assigned.

MINIMUM QUALIFICATIONS:

Applicants must be a United States citizen or eligible to work in the United States. The successful applicant must be a high school graduate or equivalent and must have a minimum of two years specialized experience. Specialized experience is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws.

COURT PREFERRED QUALIFICATIONS:

Two or more years of courtroom experience at a state or federal agency; experience in the federal judicial system and/or with electronic case filing system (CM/ECF); and knowledge of legal terminology, processes, and courtroom procedures.

DESIRABLE CHARACTERISTICS:

Successful candidates must be able to maintain a professional demeanor, work harmoniously with others, and be responsive, courteous, and polite. Successful

candidates must be flexible, conscientious about detail and accuracy, and must be able to balance the demands of varying workload responsibilities and deadlines. Must also be able to work in a fast-paced environment.

Word, Adobe, CM/ECF, BCAP and Liberty experience preferred.

To Apply

Send cover letter and resume detailing your qualifications for the position to employment@ctb.uscourts.gov

The U.S. Bankruptcy Court for the District of Connecticut is an Equal Opportunity Employer.