

United States Bankruptcy Court District of Connecticut

VACANCY ANNOUNCEMENT 17-05

POSITION TITLE: Relief Courtroom Deputy

NUMBER OF POSITIONS: One (1)

DUTY STATION: New Haven

GRADE/SALARY RANGE: CL 26 (\$49,997-81,254)

POSITION TYPE: Full-time permanent

AREA OF CONSIDERATION: All qualified applicants

OPENING DATE: November 29, 2017

CLOSING DATE: Open until filled

The U.S. Bankruptcy Court for the District of Connecticut Clerk's Office has an immediate opening for a Relief Courtroom Deputy in our New Haven courthouse. Starting salary commensurate with work experience, education, prior/present pay history and previous federal court experience.

The Clerk's Office offers an opportunity for a team player who is self-motivated, detail oriented with excellent interpersonal communications skills, strong desktop skills, basic problem-solving skills and a strong work ethic. Our fast-paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement for bright people with strong initiative, flexibility and ability to multi-task.

POSITION OVERVIEW

The Relief Courtroom Deputy operates in a team environment and must handle all aspects of judicial support. The duties involve managing the judge's caseload, attending and logging court proceedings, processing orders, scheduling, and recording court proceedings in the absence of the courtroom deputy. This job entails a high level of knowledge and complexity regarding court or courtroom operations. This position offers an excellent opportunity to gain experience and knowledge in a variety of functions in the Clerk's Office and courtroom.

Duties include managing the 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.

QUALIFICATIONS

To qualify, applicants must have a minimum of one (1) year of specialized experience. Specialized experience is progressively responsible 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 legal terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

PREFERRED QUALIFICATIONS

- Bachelor's degree from an accredited four-year college or university or legal education or paralegal certification.
- Legal/paralegal experience and experience with federal court electronic filing.
- Prior training or experience with electronic court recording or courtroom deputy duties.
- Experience using CM/ECF, BCAP and Liberty.

REQUIRED SKILLS

- Proficiency with Microsoft Word and Adobe PDF files.
- Ability to use general office equipment.
- Ability to operate and maintain sound recording equipment.
- Customer service skills.
- Ability to communicate effectively, both orally and in writing, in a professional manner.
- Ability to apply a body of rules, regulations, directives or laws.
- Strong attention to detail and organization skills.
- Ability to maintain strict confidentiality and work under deadlines.
- Problem solving skills.
- Ability and willingness to travel occasionally to district offices.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the United States. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

INFORMATION FOR APPLICANTS

Applicants selected for interviews must travel at their own expense. The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. **No phone calls please.**

Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the Court. The U.S. Courts require employees to adhere to a Code of Conduct.

BENEFITS

Employees of the United States Bankruptcy Court are eligible for, but not limited to, the following employment benefits: Accrual of paid vacation and sick leave days, and paid holidays • Participation in pre-tax benefit programs (health, dental, and vision insurance programs; flexible spending accounts; commuter reimbursement benefit) • Group life insurance and long term care insurance • Participation in the Federal Employees Retirement System (FERS) • Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plan through the Thrift Savings Plan (TSP) with employer matching contributions .

HOW TO APPLY

E-Mail a cover letter indicating why you are interested in this position and what best qualifies you along with a current resume to CTB_Employment@ctb.uscourts.gov.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER.