



**UNITED STATES BANKRUPTCY COURT
DISTRICT OF CONNECTICUT**

VACANCY ANNOUNCEMENT 2022-02

POSITION TITLE:	Relief Courtroom Deputy	GRADE/SALARY RANGE*: CL 26 (\$56,012-\$91,101)
DUTY STATION:	New Haven, Connecticut	
POSITION TYPE:	Full-time regular (FTR), Excepted Service	AREA OF CONSIDERATION: All qualified applicants
NUMBER OF POSITIONS:	One (1)	
OPENING DATE:	May 10, 2022	CLOSING DATE: Open until filled, with preference given to applications received by May 27, 2022.

*Starting salary commensurate with work experience, education, prior/present pay history and previous federal court experience.

The U.S. Bankruptcy Court for the District of Connecticut, Clerk’s Office, is posting this vacancy announcement to fill a vacancy for a **Relief Courtroom Deputy**. The duty station will be **New Haven, Connecticut**. Starting salary commensurate with work experience, education, prior/present pay history and previous federal court experience.

It is the policy of the Judiciary to provide equal employment opportunity and to promote and facilitate diversity, equity, and inclusion in the workforce. 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 motivated people with strong initiative, flexibility and ability to multi-task.

SALARY RANGE:

CL 26 (\$56,012-\$91,101) – Minimum requirement of high school graduation or equivalent and at least 1 year of specialized work experience (defined below). Education above the high school level may not be substituted for specialized experience.

The U.S. Bankruptcy Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice.

POSITION OVERVIEW

The Relief Courtroom Deputy assists Bankruptcy Judges as a substitute courtroom deputy when a Judge's regularly assigned courtroom deputy is unavailable. The responsibilities include managing the judge's caseload, administratively supporting court proceedings, taking notes during proceedings, and processing Court Orders. This position offers an excellent opportunity to gain experience and knowledge in a variety of functions in a Clerk's Office.

Duties include:

- Significant docketing and noticing, data quality control, reviewing and processing of documents which are the official record of the Court, scanning of documents, mail processing, records management, which includes filing and archiving records, and courtroom deputy support.
- Monitor the filing of pertinent documents and timely responses to judicial orders.
- Enter and maintain dates and times for hearings, trials, and conferences.
- Keep judge and immediate chambers staff informed of case progress or impending changes.
- Review information relating to pending cases to ensure all records and reference material are available for use by the judge and counsel.
- Administratively support court sessions and conferences by attending court proceedings and logging notes.
- Assist with the orderly flow of proceedings, including setting up the courtroom, assuring presence of all necessary participants, assisting with audio and video components of our courtroom technology, and managing exhibits.
- Take notes of proceedings and rulings and prepare minute entries. Prepare judgments and other orders for the judge's review and signature.
- Perform data processing for the court's automated maintenance of records, as needed.
- Upload orders, pleadings, judgments, and minutes according to local policy utilizing the electronic case management system.
- Assist in gathering statistical information for reporting to the Administrative Office. Act as liaison between the clerk's office, the bar, and the judge to ensure that cases proceed smoothly and efficiently.
- Serve as a primary source of information on scheduling conferences, hearings, trials, and other case processes.
- Perform case administration duties and/or provide assistance to employees performing case administrative duties, when not assigned to a judicial officer.
- Provide excellent customer service to all stake holders, including the public, the bar, judicial officers, law enforcement, and other non-Judiciary employees.
- Some cashier/intake duties.
- There is occasional need to lift or move boxes of documents which can weigh up to 50 pounds.

Incumbents must have flexibility to work occasional overtime, or during non-business hours, sometimes with short notice.

The position requires occasional travel among the three seats of court to provide office coverage while a colleague is on leave/vacation. The U.S. Bankruptcy Court for the District of Connecticut has a seat of court in the following cities in Connecticut: Bridgeport, Hartford, and New Haven. The selected candidate must have a dependable means of transportation that will allow him/her to travel among the three seats of court, as required.

QUALIFICATIONS

Minimum Requirements: To work at CL-26, you must have completed high school education or the equivalent and have at least 1 year of specialized experience. *Specialized experience* is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrates the ability to apply a body of rules, regulations, directives, or laws and involves the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such outside 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. Placement above step 1 requires job-related court-preferred skills and more experience than the minimum required.

An applicant's work history and/or resume must also establish his/her demonstrated:

- Strong computer skills;
 - Ability and skill in using productivity software like the Microsoft Office 365 Suite, which includes, Outlook, Teams, Word, Excel, SharePoint, PowerPoint, etc.;
- Ability to meet established deadlines, be organized, accurate and detail oriented;
- Excellent interpersonal skills;
- Excellent verbal and written communication;
- Attentiveness to detail;
- Ability to be patient and adaptable to communication styles and needs of others; and
- Professionalism with customers, lawyers, judges, law enforcement, in a court setting.

PREFERRED QUALIFICATIONS

In addition to the minimum qualifications stated above, preference will be given to applicants who are able to demonstrate any or all of the following:

- Bachelor's degree from an accredited four-year college or university or legal education or paralegal certification.
- Additional years of specialized work experience beyond the minimum one year required.
- Work experience administratively supporting a judge in a federal or state courtroom.
- Knowledge of and experience with the court's Local Rules and case management systems, which include CM/ECF and BCAP.
- Legal/paralegal experience and experience with federal court electronic filing.

CONDITIONS OF EMPLOYMENT

- [Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States.](#)
- As a condition of employment, the selected candidate must successfully complete a ten-year background investigation, and every five years thereafter will be subject to an updated investigation similar to the initial one. The investigation includes an FBI fingerprint check, and retention in the position will depend upon a favorable suitability determination.
- The Federal Financial Management Reform Act requires direct deposit of federal wages.
- All employees of the District of Connecticut are required to attest to their COVID-19 vaccination status and comply with the COVID-19 vaccination policy for the District.

INFORMATION FOR APPLICANTS

The District of Connecticut requires all employees to be fully vaccinated against COVID-19.

The United States Bankruptcy Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally, court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

Employees of the United States Bankruptcy Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court.

Employees of the federal judiciary must adhere to all Judicial Conference regulations, must follow the policies outlined in the Guide to Judicial Policy, and are bound by the ethical standards established by the Code of Conduct for Judicial Employees and the Chief Judge.

The U.S. Bankruptcy Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice.

This job announcement may involve filling more positions than described herein.

Applicants selected for interviews must travel at their own expense.

Due to the expected high volume of applicants for this position, the Court will only communicate with those qualified applicants who are selected for an interview. No phone calls please.

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 • Eleven paid annual federal holidays • Retirement benefits under 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 • Health benefits under the Federal Employees' Health Benefits Program (FEHB) • Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP) • Life insurance benefits under the Federal Employees' Group Life Insurance Program (FEGLI) • Long Term Case Insurance options through the Office of Personnel Management (OPM) • Pre-tax Flexible Spending Account options for health care and commuter expenses.

HOW TO APPLY

Complete and prepare the following documents:

- (1) cover letter indicating why you are interested in this position and what best qualifies you for this position;
- (2) current resume;
- (3) list of three professional references, preferably current and/or prior supervisors (include their contact information); and
- (4) completed and signed [AO-78 Application](#) for Federal Judicial Branch Employment (*version dated 02/20* and available on our employment page)

Please print or type all information. If your application materials do not provide all information requested, or if your packet is otherwise incomplete, your application submission will not be considered for this position.

Once completed, e-mail the entire package to: employment@ctb.uscourts.gov.
Please enter the Subject Line: **Job Vacancy #2022-02, Relief Courtroom Deputy**.

THE FEDERAL JUDICIARY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.