



**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF CONNECTICUT**

**VACANCY ANNOUNCEMENT 2023-02**

<b>POSITION TITLE:</b>	Relief Courtroom Deputy	<b>GRADE/SALARY RANGE*:</b> CL 26 (\$58,808-95,571)
<b>DUTY STATION:</b>	New Haven, Connecticut	
<b>POSITION TYPE:</b>	Full-time regular (FTR), Excepted Service	<b>AREA OF CONSIDERATION:</b> Current employees of the U.S. Courts.
<b>NUMBER OF POSITIONS:</b>	One (1)	
<b>OPENING DATE:</b>	May 26, 2023	<b>CLOSING DATE:</b> Open until filled, with preference given to applications received by June 7, 2023.

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

### **POSITION OVERVIEW**

The U.S. Bankruptcy Court for the District of Connecticut, Clerk's Office, is posting this internal vacancy announcement to fill a vacancy for a **Relief Courtroom Deputy**. The duty station will be **New Haven, Connecticut**. The position will require occasional travel to provide coverage among the three seats of court (New Haven, Hartford, and Bridgeport) for the United States Bankruptcy Court, District of Connecticut. Therefore, the selected candidate must have a dependable means of transportation.

### **DUTIES AND RESPONSIBILITIES**

The Relief Courtroom Deputy provides administrative support in and out of the courtroom to the Bankruptcy Judges. Duties and responsibilities include:

- Assist with the orderly flow of court proceedings, including setting up the courtroom, assuring presence of all necessary participants, assisting with audio and video components of courtroom technology, and managing exhibits.
- Take notes of court proceedings and rulings and prepare minute entries.
- Serve as an Electronic Court Recording Operator (ECRO) to produce and maintain records of court proceedings on recording equipment, creating logs of proceedings and participants, processing media duplication and transcript production requests.

- Prepare orders and judgments for the judge’s review and signature.
- Docket minutes, orders, and judgments.
- Review and monitor the filing of documents to ensure timely filing by parties.
- Inform judge and chambers staff of case progress or updates.
- Perform report generation and data quality control.
- Assist in gathering statistical information for reporting to the Administrative Office.
- Act as liaison between the Clerk’s Office, the bar, chambers, other agencies, and the public.
- Schedule hearings, trials, and conferences.
- Perform backup finance duties, as needed.
- Other duties as assigned.

## MINIMUM REQUIREMENTS/QUALIFICATIONS

- Applicants must be United States citizens or meet the [exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States](#).
- For a CL 26 level (\$58,808-95,571) – Minimum requirement of high school graduation or equivalent, and at least 1 year of specialized work experience (defined below), including at least one-year equivalent to work at the CL-25 level. Education above the high school level may not be substituted for specialized experience.
- *Specialized experience* is defined as progressively responsible clerical or administrative work requiring the processing of specialized documents that demonstrate the ability to apply a body of rules, regulations, directives, or laws, such as obtained in a law office, court, financial institution, educational facility, real estate, or insurance office. Such work experience should include routine interactions with customers, data entry and report generation involving the use of automated software and equipment and specialized terminology.
- Strong computer skills including experience using Microsoft Office 365 suite of products.
- Proficiency in handling multiple tasks simultaneously while meeting established deadlines.
- Excellent interpersonal and communication skills (oral and written).
- Ability to maintain strict confidentiality.
- Professional demeanor and positive attitude.
- Adept at collaboration and working harmoniously in a team environment.
- Skilled in proofreading, attentiveness to detail and accuracy.
- Ability to work occasional overtime or non-business hours, sometimes with short notice.
- Demonstrated sound ethics and mature judgment.
- Ability to lift or move boxes of documents weighing up to 50 pounds.

## PREFERRED QUALIFICATIONS

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

- Bachelor's degree from an accredited four-year college or university and/or completion of a paralegal certification.
- Prior work experience with a federal or state court.
- Familiarity with the Court's automated systems CM/ECF and/or BCAP.

## CONDITIONS OF EMPLOYMENT

- As a condition of employment, the selected will be required to submit to a background investigation including an FBI fingerprint check. Employment and retention in the position will be contingent upon a favorable employment suitability determination.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.

## 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 Application for Federal Judicial Branch Employment (AO-78 *version dated 04/22* available on our Court's website under employment)

When completing the Application Form AO-78, applicants are not required to complete questions 18-20 regarding criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable, and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination.

All information provided by applicants is subject to verification and background investigation. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after date of hire.

**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 **in PDF format to:** [employment@ctb.uscourts.gov](mailto:employment@ctb.uscourts.gov) with the Subject Line: **Job Vacancy # 2023-02, Relief Courtroom Deputy.**

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The United States Bankruptcy Court provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify the local human resources representative by email at

[employment@ctb.uscourts.gov](mailto:employment@ctb.uscourts.gov). The decision on granting reasonable accommodations will be made on a case-by-case basis.

The United States 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.

**THE FEDERAL JUDICIARY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.**