

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF OHIO**

**Vacancy Announcement
Announcement Number: 2019-11**

Position Title: Courtroom Deputy
Position Type: Full-Time, Permanent
Location: Cincinnati, Ohio
Salary: CL 26 \$47,099-\$76,527 (based upon qualifications)
Promotion potential to CL 27 without further advertisement.
Opening Date: June 28, 2019
Closing Date: Open until filled. Preference given to applications received by July 26, 2019.

POSITION OVERVIEW

The United States Bankruptcy Court for the Southern District of Ohio is accepting resumés and applications for the position of Courtroom Deputy, located in Cincinnati, Ohio. Courtroom Deputies are assigned by the Clerk of Court to support the judge by performing the following duties: managing the judge's caseload, scheduling, attending and documenting court proceedings, and drafting and processing orders. The Courtroom Deputy interacts with the public and lawyers and works closely with the judge and chambers and Clerk's Office staff. This job entails a high level of knowledge regarding court and courtroom operations.

REPRESENTATIVE DUTIES

- Manages the court calendar and schedules conferences, hearings and trials. Processes notices and orders setting same.
- Keeps track of deadlines and monitors the judge's case dockets for the filing of pertinent legal documents and deadlines.
- Reviews cases for necessary action and in preparation for hearings. Keeps the judge and chambers staff informed of case progression.
- Acts as a liaison between the Clerk's Office, the bar, and the judge to ensure cases proceed smoothly and efficiently.
- Serves as a primary source of information for litigants about the court's schedule, including trials, hearings, and conferences.

- Attends conferences, hearings and trials and assists with the orderly flow of proceedings. Takes notes summarizing the proceedings and documents any dates and deadlines scheduled.
- Oversees the administrative aspects of court proceedings including, but not limited to: setting up the courtroom; assuring the presence of all necessary participants, including appropriate courtroom security; providing training to attorneys on the courtroom electronic display system; managing exhibits; preparing minutes of the proceedings; and preparing statistical reports.
- Prepares orders per the judge's instruction or per chambers' policies and procedures. Maintains form orders in an organized filing system shared with chambers staff.
- Reviews, edits, and proofreads materials prepared by others for the judge's signature for accuracy, proper format, proper grammar, notice to interested parties, and deadlines.
- Provides administrative support to the judge, including screening and routing all incoming telephone calls, mail and case-related materials; handling visitors; making travel arrangements; maintaining filing systems; assisting in the preparation of presentation material; and posting opinions to the court website and/or to Westlaw and Lexis/Nexis.
- Answers routine inquiries and provides assistance to counsel, court officials, litigants and members of the public, as authorized, maintaining the confidentiality of sensitive matters and without giving legal advice.
- Assists the judge with review of rules and procedures, when appropriate.
- Performs assigned duties related to the unique needs of the judge in connection with various committees and other judicial functions.
- Creates and formats chambers-specific documents and forms.
- Maintains chambers manuals.
- May perform case administration duties or provide assistance to employees performing those duties.

MINIMUM QUALIFICATIONS

To qualify for this position at the entrance level, a person must be a high school graduate or equivalent with a minimum of two years of general experience and one year of specialized experience equivalent to work at CL-25.

General experience is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Specialized experience is defined as 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 specialized 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.

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

PREFERRED QUALIFICATIONS

Strong paralegal or legal assistant background, including specialized experience gained in a legal setting or a court setting.

Excellent verbal and written communication skills, including superior editing and proofreading skills and mathematical aptitude.

Excellent organizational skills and the ability to plan, manage, prioritize, and execute on multiple assignments and responsibilities in a fast-paced environment.

Ability to work independently and anticipate needs and problems, and to exercise good judgment, initiative, and problem-solving skills.

Ability to work quickly and harmoniously with others in a team-based environment.

Punctuality and an ability to meet short deadlines in high-pressure situations.

Proficient computer skills, including demonstrated knowledge of and skill in using the Microsoft Office Suite (including Word, Excel and Outlook), and the federal courts' Case Management/Electronic Case Files (CM/ECF) system. Must have the ability to adapt to changing technologies and to learn new systems as needed.

Demonstrated proficiency and accuracy in office protocols and administrative practices such as calendaring, travel planning, preparation of travel vouchers, typing, photocopying, assembling, filing, record keeping, telephone usage, and equipment maintenance.

Must have a positive attitude, deliver outstanding customer service, interact tactfully with court staff, counsel, trustees, litigants, and the public, and present a professional image for the court at all times.

Ability to maintain strict confidentiality of all office and judicial matters.

BENEFITS

Benefits include:

- Paid vacation and sick leave
- Ten (10) paid holidays
- Retirement benefits under the Federal Employees Retirement System
- Optional participation in the Federal Employees Health Benefits Program
- Optional participation in the Federal Employees Vision and Dental Insurance Program
- Optional participation in the Federal Employees Group Life Insurance Program
- Optional participation in the pre-tax flexible spending accounts program, including Health Care Reimbursement Account, Dependent Care Reimbursement Accounts
- Optional participation in the Thrift Savings Plan (pre-tax and/or after-tax retirement saving plan), including matching dollar for dollar for the first 3% contributed and 50 cents on the dollar for the next 2% contributed
- Optional participation in the Judiciary's Long-Term Care Insurance program
- Employee Assistance Program (wellness program)
- Virtual Learning, including the Judicial Online University
- Public Service Loan Forgiveness Program

CONDITIONS OF EMPLOYMENT

Applicant must be a U.S. citizen or eligible to work in the United States.

The selected candidate will be subject to a background check as a condition of employment. Employment will be considered provisional until the background check is completed.

Employees must adhere to the Code of Conduct for Judicial Employees.

This position is subject to mandatory EFT (Electronic Funds Transfer) participation for payment of net pay.

ADDITIONAL INFORMATION

The court is a part of the Judicial Branch of the United States Government.

Employees of the court serve under “Excepted Appointment” and are considered “At-Will” employees.

Applicants to be interviewed may be asked to provide a list of references.

Applicants selected for interview must travel at their own expense.

Only those applicants selected for interviews will be contacted.

Only those applicants interviewed will be notified of the selection outcome.

The court is not authorized to reimburse the successful candidate for relocation expenses.

The court has the right to modify the conditions of this vacancy announcement, or withdraw this announcement, either of which may occur without prior written or other notice.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER.

HOW TO APPLY

Applicants must email the following documents in PDF format:

- Cover Letter
- Resume
- Form AO 78 Federal Judicial Branch Application for Employment (located at <https://www.ohsb.uscourts.gov/job-vacancies-and-employment-application>)

Email the PDF documents to: OHSB_HR@ohsb.uscourts.gov.

Please refer to Announcement #2019-11 in the subject line of your email transmittal.