

United States Bankruptcy Court Northern District of Alabama

VACANCY ANNOUNCEMENT

21-03

Job Title:	Courtroom Deputy
Position Information:	Full-Time, Permanent
Location:	Decatur/Huntsville ¹
Opening Date:	May 25, 2021
Closing Date:	June 11, 2021
Salary Range:	CL-26 (\$48,654 - \$79,072) Starting salary depends on qualifications and experience with promotion potential to a CL-27 without further competition

Position Overview

The United States Bankruptcy Court for the Northern District of Alabama is accepting applications for a Courtroom Deputy position in Decatur, Alabama. This position reports to the Generalist Supervisor and is part of the Clerk's office staff.

Courtroom deputies perform general or specialized court or courtroom functions such as electronic court recording operator (ECRO) duties, calendaring, and/or similar courtroom services work. The duties involve managing the judge's caseload and providing courtroom and other assistance through management of court calendars, attending and logging court proceedings, processing orders, and recording proceedings. This job entails a high level of knowledge and complexity regarding court or courtroom operations.

Duties and Responsibilities

- Record court proceedings. Manage and organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems. Attend court sessions and conferences. Assist with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Take notes of proceedings, rulings, notices and prepare courtroom notes and orders entries electronically.
- Review cases or reports for necessary actions.
- Keep judge and immediate staff informed of case progress. Act as liaison between the clerk's office, the bar, the public and the judge to ensure that cases proceed smoothly and efficiently.
- Draft orders and judgments for the judge's approval. Docket orders, pleadings, judgments, and courtroom notes as directed by local court policy, utilizing applicable automated systems.
- Coordinate hearings. Assist in the accurate statistical reporting requirements of the Administrative Office. Review the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings.

¹ The Decatur location will move to the new Federal Courthouse in Huntsville when construction is complete (~2025).

- May perform case administration duties and/or provide training, or assistance to employees performing case administration duties.
- Perform other duties as assigned.

Competencies (Knowledge, Skills, and Abilities)

- Knowledge of federal and local rules. Knowledge of legal terminology and legal documents. Knowledge of statistical reporting requirements to adhere to Administrative Office policy. Knowledge of courtroom proceedings and applicable requirements (including time requirements). Knowledge of how cases are assigned. Knowledge of how cases proceed through the court system.
- Knowledge of implications of judge's orders and decisions. Knowledge of judge's preferences. Skill in processing requests for transcripts of court proceedings. Skill in creating detailed logs of proceedings and participants. Ability to record court proceedings electronically. Ability to understand and follow detailed instructions. Ability to administer oaths, manage exhibits, and call the calendar. Ability to take accurate notes and summarize the court proceedings. Ability to review filed documents to determine whether procedural requirements have been met. Knowledge of the boundaries of authority. Ability to multi-task under strict deadlines.
- Knowledge of and compliance with the [Code of Conduct for Judicial Employees](#) and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Ability to communicate effectively (orally and in writing) to individuals and groups to provide information. Ability to answer procedural questions without providing legal advice.
- Skill in the use of automated equipment including word processing applications, requisite court computer programs, and automated case management systems.

Qualifications

To qualify for this position, candidate must be a high school graduate or equivalent and have at least one 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 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.

This position also requires an ability to communicate information accurately and in a timely manner, and to handle multiple workload demands, in addition, to being mature, responsible, tactful, capable of exercising sound initiative, able to work harmoniously with others in a team-oriented environment, and able to communicate effectively.

The court prefers a candidate with prior court related experience and working knowledge of applicable procedural rules and case management, as well as, proficiency in the use of an electronic case filing system, automated calendaring, docketing procedures, and Microsoft Word.

Benefits

Court employees are not included in the government's civil service classification. They are, however, entitled to the same benefits as other federal employees, including: up to thirteen days of paid annual leave per year for the first three years, thereafter up to twenty-six days per year, ten federal holidays, [periodic salary increases](#) dependent upon budget constraints and Congressional actions, and a [diverse group of other benefits](#).

Information for Applicants

Applicant must be a U.S. citizen.

Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.

New selectees are subject to a background check and subsequent favorable suitability determination as a condition of employment.

Employment for the duration of the appointment is “at will”.

Work is performed in an office setting. Some lifting and travel may be required.

How to Apply

Interested applicants should submit the following:

1. A cover letter;
2. A detailed resume;
3. Three professional references (name and telephone number); and
4. A completed [Federal Judicial Branch Application for Employment \(Form AO 78\)](#) located on the [United States Courts website](#).

When submitting your application material, combine all documents into **one PDF** document, enter 21-03 Courtroom Deputy on the subject line, and email material to resumes@alnb.uscourts.gov.

Candidates selected for an interview must travel at their own expense and relocation expenses will not be reimbursed. The Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or to fill the position sooner than the closing date without prior notice.

The Court is an Equal Employment Opportunity Employer.