

**United States Bankruptcy Court
Northern District of Ohio**



Vacancy Announcement #23-06

Position: Courtroom Deputy

Location: Cleveland, Ohio

Salary Grade: CL 27 (\$57,729 - \$93,870)

Position Type: Full Time, Permanent

Opening Date: 08/28/2023

Closing Date: 09/22/2023

**Please note that this is not a remote work position and requires daily, on-site presence at the courthouse in Cleveland. Telework is not available for this position.*

The United States Bankruptcy Court for the Northern District of Ohio has an opening for a full-time Courtroom Deputy in Cleveland, Ohio.

Representative Duties:

The Courtroom Deputy manages the judge's caseload and provides courtroom and other assistance by maintaining court calendars, attending court proceedings, recording pertinent results for minutes, and overseeing post-hearing case procedures. Duties include ECRO responsibilities which comprise producing and maintaining records of court proceedings on recording equipment, creating logs of proceedings and participants recorded, receiving and processing media duplication and transcript production orders, and maintaining recording equipment. The Courtroom Deputy also acts as liaison among the clerk's office, the bar, and the judge to ensure that cases proceed smoothly and efficiently.

Required Qualifications:

- Thorough knowledge and understanding of the policies and procedures of the bankruptcy court, including experience and skill in the automated systems and applications used in the court.
- Excellent organizational, interpersonal, and time management skills, and ability to maintain confidentiality and exercise good judgement.
- At least three years' experience in a law office or other legal setting, with experience performing case administration/docketing functions, and applying bankruptcy law.

- The ability to communicate professionally with judges, counsel, management, and staff.
- Excellent customer service skills and the ability to deal with a wide variety of people tactfully and courteously.
- Accuracy and attention to detail.
- Strong organizational skills and the ability to handle multiple assignments with frequent interruptions.
- Ability to communicate effectively both orally and in writing.
- Strong interpersonal skills and the desire to work in a fast-paced, team environment.
- Professional demeanor and strong work ethic.
- Excellent computer skills and ability to work with a variety of programs and applications.
- Ability to prioritize and respond to multiple demands with short deadlines efficiently, effectively, professionally and with courtesy.
- High school diploma or equivalent.

Preferred Qualifications:

Bachelor's degree in business, public, or judicial administration, or a related field.

Starting Salary:

This is a full-time, Court Personnel System position with salary commensurate with experience and qualifications within the range of CL Grade 27 (Step 1 \$57,729 to Step 61 \$93,870). First-time hires to the federal government typically start at the Step 1 beginning salary in the range for their respective grade level. The Court Personnel System is divided into a developmental range (Steps 1-24) and a full performance range (Steps 25-61). Salary and promotion eligibility guidelines established by the Administrative Office of the United States Courts govern progression and accompanying salary increases within each range for the duration of one's judiciary employment.

Conditions of Employment:

Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" employees.

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. As a condition of employment, the selected candidate must successfully complete an Office of Personnel Management background investigation (including FBI National Criminal History Fingerprint check) and reference check. Employment will be considered provisional, pending a favorable suitability determination based on the results of the background investigation.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

Benefits:

The United States Bankruptcy Court offers a benefits package to full-time permanent employees. Some of these benefits are optional and require employee payment or co-payment. Available benefits include:

- 11 Paid Federal Holidays
- 13 Days Paid Vacation (per year for the first three years)
- 20 Days Paid Vacation (per year after three years)
- 26 Days Paid Vacation (per year after fifteen years)
- 13 Days Paid Sick Leave
- Medical, Dental, Vision Coverage
- Life Insurance
- Thrift Savings Plan with matching funds (Traditional & Roth 401k)
- Participation in Federal Employees Retirement System (FERS-FRAE)
- Health, Dependent, Limited Purpose & Commuter Reimbursement Programs
- Public Transit Subsidy Program
- Flexible Benefits Program
- Credit for prior government service

Application Process:

To be considered, qualified applicants must apply online by visiting the Employment section of the Ohio Northern Bankruptcy Court website at <https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=l4gsd9zw&pos=23-06>

To be considered, applicants must submit a letter of interest, detailed résumé, list of professional references (at least three), and a completed AO-78 Application for Judicial Branch Federal Employment (available by clicking “download” in the Attachments section of the application), must be received by 11:59 PM on the announcement closing date. All applicable sections of the AO-78 must be completed, and the form must be signed and dated. “See résumé” entries are considered non-responsive. Please do not provide answers to Questions 18, 19, and 20 on the AO-78 since answers to those questions are not required for this position. The AO-78 is designed to accept digital signatures. Applicants without access to digital signature software are required to print, sign their "wet" signature, and scan the signed form to be compliant with application submission requirements. Only applicants selected for an interview will be contacted. No telephone calls will be accepted.

Applicants selected for an interview must travel at their own expense.

This agency provides reasonable accommodations to applicants with disabilities. The court reserves the right to modify the conditions of this vacancy announcement, to withdraw the vacancy announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior notice.

The United States Bankruptcy Court is an Equal Opportunity Employer