

UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF WEST VIRGINIA



Notice of Vacancy*

Announcement # 20-01

*Applications and required documents, which can be submitted via mail or email, must be received no later than 5:00 p.m. on August 28, 2020 for first consideration.

Courtroom Deputy I /Courtroom Deputy II

Closing Date: August 28, 2020 by 5:00 p.m. or until filled
(Applications received prior the above deadline will receive first consideration)

Salary Range: \$ 46,600 - \$83,210 (CL 26 or CL 27)

**Promotion from a Courtroom Deputy I to a Courtroom Deputy II may
be awarded without further competition or advertisement**

(The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the United States Courts.
This is a full-time, permanent position.)

The United States Bankruptcy Court for the Southern District of West Virginia is focused on providing exceptional service to the court, members of the legal community and the general public. The Bankruptcy Court provides a professional, fair and efficient public forum for both individuals and business enterprises needing protection under the Nation's bankruptcy laws and provides related services in a manner that is considerate and equitable to all parties in interest.

We are seeking applicants for one full-time **Courtroom Deputy**. The open position is in the Bankruptcy Clerk's office in Charleston, West Virginia, but will require travel to several of our divisional offices located in the Southern District of West Virginia. Possible overnight travel may be necessary from time to time.

The Courtroom Deputy reports to the Chief Judge, Clerk of Court and Chief Deputy Clerk. 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, attending and logging court proceedings, processing orders, and recording proceedings. This job, at either Level I or Level II entails a high level of knowledge and complexity regarding court or courtroom operations.

If the person hired is considered for hire at the Courtroom Deputy II level, the individual must be able to function at the fully proficient level of courtroom work, including complete calendar responsibilities. Compared to a Courtroom Deputy I level, the work of this level requires a higher degree of knowledge and greater complexity regarding courtroom operations.

Representative Duties*

Courtroom Deputy I Duties include, but are not limited to the following:

- 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, rulings, notices and prepare minute 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. Maintain contact with counsel during deliberations.
- Schedule interpreters, process transcripts, arrange for transcriptions, answer questions from parties and the public regarding obtaining transcripts.
- Coordinate hearings.
- Assist in the accurate statistical reporting requirements of the Administrative Office.

- May perform case administration duties and administrative tasks. Perform backup coverage for other employees and other related duties as required.
- Review the quality of electronically filed documents, ensure that all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of documents and proceedings.
- Other assigned duties.

Courtroom Deputy II Duties include the duties of a Courtroom Deputy I as stated above as well as, but not limited to the following duties:

- Manage judge's cases by calendaring, including distributing and monitoring deadlines, monitoring filing of pertinent documents, and timely responses to judicial orders.
- Calendar and regulate case movement.
- Review and process proposed orders.
- Serve as primary source of information on scheduling conferences, hearings, trials and other case processes.
- Docket orders pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems.

Minimum Qualifications*

- Applicants must possess a high school diploma or the equivalent.
- Must be a detail-oriented person and have the ability to manage several priorities at one time.
- Excellent oral and written communication skills. Ability to communicate effectively to individuals and groups to provide information and answer procedural questions without providing legal advice. Ability to interact effectively and appropriately with internal and external customers, providing customer service and resolving difficulties while complying with regulations, rules, and procedures regarding

office administration. Ability to document procedures in a manner that can be easily understood by others.

- Excellent and accurate Word Processing skills.
- Excellent organizational and analytical skills.
- Demonstrate attention to detail, critical thinking and the ability to take direction from others.
- Effectively communicate with court staff and the public.
- Possess excellent interpersonal skills and customer service skills.
- Must maintain a professional demeanor, exercise mature judgment and be a dependable and flexible team participant.
- Thorough knowledge of computer software usage.
- Ability to connect and manage parties during phone conferences.

Courtroom Deputy I (CL-26)

- Knowledge of federal and local rules. Knowledge of legal terminology and legal documents. Knowledge of statistical reporting requirements to adhere to the 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 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.
- Candidates must have two years of general experience or a college degree plus at least two years of specialized experience equivalent to work at the CL 25 level.

Courtroom Deputy II (CL 27)

- In addition to the above qualifications, a Courtroom Deputy II has prior Court or extensive legal experience and has the ability to manage all aspects of the

Courtroom with minimum supervision. The complexity of the decision making by this employee can be handled with very little assistance or direction.

- Prior experience using CM-ECF; CHAP; E-orders and other Court programs, software and procedures
- Candidates must have at least two years of specialized experience at the CL-26 level or the equivalent, as determined by the Chief Judge and Clerk of Court.

(*Representative Duties and Minimum Qualifications reflect those for the entry level position of Courtroom Deputy.)

Preferred Qualifications

- Prior employment in a United States Bankruptcy Court or Clerk's Office.
- Experience with bankruptcy law, procedures, rules, and terminology, or other legal or court experience.
- A college degree from an accredited institution is also preferred.

Primary Job Focus and Scope

Courtroom Deputies are responsible for the full range of courtroom activities, including managing the Judge's caseload and providing courtroom and other assistance as necessary (e.g., court calendars, court proceedings, recordings/minutes). The tasks performed by the Courtroom Deputy assist the judge in keeping the trial or hearing running smoothly and orderly, and ensures that the official court process results in a timely resolution for the involved parties. The Courtroom Deputy may also be tasked with general Chambers responsibilities.

Work Environment

Work is performed in an office setting or a courtroom. Some hearing and conferences may be held by telephone. Occasional lifting may be required to handle and setup equipment in the courtroom etc. Overnight travel for court hearings or training may be required.

Conditions of Employment

Applicants must be a United States Citizens or lawfully eligible to work in the United States. Appointment to this position is provisional and contingent upon the successful completion of a background investigation including a FBI fingerprint check.

Judiciary employees serve under “Excepted Appointments” and are considered “At-Will” employees. As such, employment may be terminated by either the employer or employee with or without cause.

Electronic Fund Transfer (EFT) for payroll deposit is required.

Benefits

The court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. 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 a leave accrual program, participation in the Federal Employees Retirement System, Thrift Savings Plan with a percentage of contributions matched, choice of health benefit plan from several options, dental, and vision insurance, life insurance, long-term care insurance, flexible spending account for medical and/or dependent care expenses on a pre-tax basis, and subject to financial appropriation, periodic salary increases.

Application Procedure

All interested persons must submit:

- A resume detailing your education and experience.
- A cover letter indicating the position you are applying for and identifying how your education and/or experience relates to the duties and responsibilities of the position.
- A completed Application for Judicial Branch Federal Employment, AO078 form, which is available at: <http://www.wvsb.uscourts.gov/>

Complete applications that are timely filed will be considered first and incomplete or late applications may not be considered. Required documents can be submitted via mail or email. This position is open until filled but applications received prior to **5:00 p.m. on August 28, 2020 will receive first consideration.**

If submitting via email, please include all required documents in pdf format, **submitted as a single PDF**, to WVSB_HR@wvsb.uscourts.gov.

If sending via mail, please submit all required documents to:

Attn: Bankruptcy Human Resources,
U.S. Bankruptcy Court Clerk's Office, Room 3200
300 Virginia Street, East
Charleston, WV 25301.

Interview travel expenses and relocation expenses will not be reimbursed. The court provides reasonable accommodations to applicants with disabilities. All employees are required to adhere to the "Code of Conduct for Judicial Employees", which is available for review upon request. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the positions at any time, any of which actions may occur with any prior written or other notice.

Due to the anticipated volume of applicants, only those candidates in consideration for this position will be contacted.

The United States Bankruptcy Court for the Southern District of West Virginia is an Equal Opportunity Employer and values diversity in the workplace.