



**United States Bankruptcy Court
Western District of Washington
700 Stewart Street, Room 6301
Seattle, WA 98101**

www.wawb.uscourts.gov

**Vacancy Announcement
#21-01**

Position: Courtroom Deputy I/II

Position Type: Full time – Permanent

Start Date: May 2021 TBD

Location: Seattle, Washington

Salary Range: Court Personnel System
CL-26, Step 1-61 \$51,565 to \$83,803
CL-27, Step 1-61 \$56,646 to \$92,084
Position has promotional potential to CL-27 without further competition.

Opening Date: March 26, 2021

Closing Date: Open Until Filled

Area of Consideration: Nationwide

Position Overview

Courtroom Deputies perform specialized courtroom functions such as electronic court recording, calendaring, taking notes in court proceedings and providing general courtroom assistance. Additional duties include managing the judge's caseload, attending and logging court proceedings, processing orders and preparing minute entries. This job entails a high level of knowledge regarding courtroom operations.

This position is located in the U.S. Courthouse in Seattle, Washington.

Representative Duties

- Manage judge's cases by calendaring, monitoring deadlines, monitoring the filing of pertinent documents, and the timely responses to judicial orders.
- Calendar and ensure efficient case movement.
- Serve as the primary source of information on scheduling conferences, hearings and trials.
- Courtroom-driven duties: Prepare and post calendars, record court proceedings, manage and organize exhibits, set up the courtroom, assure presence of all necessary participants (including those appearing by phone or video connection), take digital notes of proceedings, docket minute entries, upload audio to the court docket, and manage other duties as they arise in court.
- Review cases and reports for necessary actions.
- Keep judge and chambers 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 throughout resolution of matters.

- Submit transcript requests on behalf of judge. Answer questions from parties and the public regarding obtaining transcripts. Draft orders and judgments for the judge's approval. Docket minutes, letters, and notices as directed by the judge and local court policy.
- Quality control: Assist in the accurate statistical reporting requirements of the Administrative Office, review the quality of e-filed documents, ensure that orders and docket entries are appropriately and accurately docketed.
- Advise supervisor when issues arise with software, courtroom technology, chambers procedures, or communication with the clerk's office.
- Performs other duties as assigned in chambers and the courtroom.

Qualifications

- A high school diploma or equivalent with a minimum of two years of general clerical work experience. Education above the high school level may be substituted for required general experience.
- Applicants must have at least one year of specialized experience equal to a CL-25 to qualify for the CL-26 Courtroom Deputy I. Two years of specialized experience equal to CL-26 is necessary to qualify for the CL-27 Courtroom Deputy II. 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. This experience is commonly found in law firms, legal counsel offices, banking and credit firms, educational institutions, insurance companies, corporate headquarters or human resources/payroll operations.
- Excellent oral and written communication skills.
- Bankruptcy knowledge and court experience, or experience in a legal environment, is preferred.

Benefits Information

Employees of the United States Bankruptcy Court are entitled to similar benefits as other federal government employees, including:

- Ten paid holidays per year
- Paid annual and sick leave
- Subsidized medical coverage with pre-tax employee premiums
- Group life insurance and long-term care options
- Flexible Benefits Program (pre-tax flexible spending for health care, dependent care and commuter/parking costs)
- Participation in the Thrift Savings Plan (similar to 401K plan, with employer matching up to 5%)
- Participation in the Federal Employees Retirement System
- Flexible and alternative work schedule options
- Credit for service time in other federal agencies or the military will be added to judiciary employment.

Information for Applicants

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

As a condition of employment, the selectee considered for this position is required to undergo an FBI background check. The selectee may be appointed provisionally, and retention will depend upon a favorable suitability determination of the background check.

The United States Bankruptcy Court requires employees to adhere to the Code of Conduct for Judicial Employees. Electronic fund transfer (direct deposit) participation for net pay is required. The conditions of this position announcement are subject to modification without prior notice.

Application Procedure

Applicants should complete an Application for Judicial Federal Employment, Form AO-78 <http://www.uscourts.gov/forms/AO078.pdf>. Please submit a letter of interest, resume, along with the completed Form AO-78 in a single PDF by email to: HR1_WAWB@WAWB.USCOURTS.GOV.

The subject line should read: Courtroom Deputy - #21-01

Due to the high volume of anticipated applicants, the Court will only communicate with applicants who are considered for interviews. Applicants considered for interviews must travel at their own expense, and relocation will not be reimbursed.

See the Court's website at: www.wawb.uscourts.gov

Equal Opportunity Employer