

UNITED STATES BANKRUPTCY COURT

District of Nebraska

Position Announcement No. 23-06

Posting: Internal and External
Position: Courtroom Deputy
Location: Lincoln, Nebraska
Appointment: Full-time
Starting Salary: CL27/21* - \$66,800
Salary Range: \$55,266 - \$89,867
Opening Date: Thursday, February 9, 2023
Closing Date: Sunday, March 19, 2023

*Starting salary is set considering human resource policies, qualifications, experience, and applicant's current salary or federal pay grade.

Position Overview

The Clerk's Office of the United States Bankruptcy Court for the District of Nebraska is seeking a full-time courtroom deputy in Lincoln, Nebraska. 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 entails a high level of knowledge and complexity regarding court or courtroom operations.

Representative 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.
- Record court proceedings. 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, swearing-in witnesses and managing exhibits. Take notes of proceedings, rulings and prepare journal entries electronically.
- Review cases or reports for necessary actions.
- Keep judge and immediate staff informed of case progress. Act as a liaison between the clerk's office, the bar, the public, and judge to ensure that court proceeds smoothly and efficiently.
- Schedule court interpreters; process transcripts; arrange for transcriptions; answer questions from parties and the public regarding obtaining transcripts.
- Draft orders and judgments for approval. Docket orders, pleadings, and judgments, 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, Take notes of proceedings, rulings and notices electronically.
- May perform case administration duties. And/or training or assistance to employees

performing case administration duties, and administrative tasks such as financial transactions.

- Performs other duties as assigned.

Qualifications

Education: High school graduation or equivalent is required. A bachelor's degree from an accredited college or university is preferred.

Experience: Prospective candidates must have two years of general clerical experience and two years of specialized experience. Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrates the ability to apply a body of rules, regulations, directives, or laws and involves the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report operations. Such experience is commonly acquired in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, and real estate and title offices. Experience with a federal or state court and/or familiarity with electronic case filing, especially the court's automated system, is highly desirable.

Application Process

Qualified applicants must submit an application package in PDF format including:

- A cover letter
- A detailed resume that includes full educational background, continuing education, legal training, facilitation/presentation skills, second language/sign language proficiencies, military service, community service/civic involvement, work with under-represented populations, and internships
- A complete AO 78 Application for Judicial Branch Employment. The form AO 78 is available on the court's website at:
<http://www.ned.uscourts.gov/public/employment-opportunities/>

All documents must be submitted in PDF format to: USDCHR@ned.uscourts.gov

Incomplete application packages, those not received in PDF format, and applications received after the closing date will not be considered.

The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. The United States Bankruptcy Court will not be responsible for expenses associated with traveling for interviews or for relocating the successful candidate. References will not be required until an applicant is considered a finalist. The final candidate will be subject to a background security check after a conditional offer of employment has been extended and accepted. All application information is subject to verification. Appointment to this position is contingent upon successful completion of a background check, including fingerprint and criminal record checks. An applicant selected for the position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

Employees of the United States Bankruptcy Court are not included in the government's Civil Service classification but are under an excepted appointment and therefore serve at will. All judiciary employees are required to adhere to the [Code of Conduct for Judicial](#)

Employees. Applicants must be United States citizens or eligible to work in the United States. The United States Bankruptcy Court for the District of Nebraska is an equal opportunity employer and has a strong commitment to achieving diversity among staff. Members of under-represented groups are strongly encouraged to apply.

The clerk of court reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.

Benefits

A generous benefits package is available and includes the following:

- Paid annual leave, 13 days per year during the first three years of federal service; accrual rate increases with additional years of service
- Paid sick leave, 13 days per year with unlimited accumulation
- Federal holidays, 11 paid days per year
- Federal Employees Health, Dental, Vision, and Life Insurance programs
- Health Care Reimbursement Account
- Dependent Care Reimbursement Account
- Long Term Care Insurance
- Thrift Savings Plan participation with up to 5% employer matching contributions
- Federal Employees Retirement System
- Flexible work schedule opportunities
- Telework opportunities
- On-site fitness facility
- Paid parking (contingent upon availability of funds)
- Employee Assistance Programs
- Work Life Services and on-site Health Units at select locations
- Virtual Learning through the Judiciary On-line University
- Student Loan Forgiveness for Public Service Employees

For a detailed review of benefits, click here: <http://www.uscourts.gov/careers/benefits>

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