

***** CAREER OPPORTUNITY *****



**UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF OKLAHOMA**

Position Title: Courtroom Deputy (Full-time permanent)
Position Number: 23-03BK
Location: Oklahoma City
Open Date: July 17, 2023
Closing Date: August 7, 2023
Salary Range: CL-26 to CL-27 (\$50,316 - \$89,867)
This is a career ladder position with promotion potential to CL-27 without further competition. Starting salary commensurate with qualifications and work experience.

POSITION OVERVIEW: This position provides court and administrative support to Chief Bankruptcy Judge Sarah Hall. 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. The job entails a high level of knowledge regarding courtroom operations.

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.
- Prepare 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, 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.

- 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.

MINIMUM QUALIFICATIONS: Applicants must be a United States citizen or eligible to work in the United States. The successful applicant must be a high school graduate or equivalent and must have a minimum of one-year specialized experience. Specialized experience is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws.

COURT PREFERRED QUALIFICATIONS: Bankruptcy knowledge and court experience or experience in a legal environment. Experience with the court's electronic case filing system (CM/ECF); experience with the court's calendar system (CHAP); experience with current versions of Microsoft Outlook, Microsoft Word; and WordPerfect; and knowledge of legal terminology, processes, and courtroom procedures. A four-year degree from an accredited college or university is highly desirable.

DESIRABLE CHARACTERISTICS: Successful candidates must be able to maintain a professional demeanor, work harmoniously with others, and be responsive, courteous, and polite. Successful candidates must be flexible, conscientious about detail and accuracy, and must be able to balance the demands of varying workload responsibilities and deadlines.

BENEFITS: Employees of the U.S. Bankruptcy Court are not classified under Civil Service, but are entitled to many of the same benefits as other federal government employees including the federal employees retirement system, thrift savings plan, participation in health and life insurance programs, periodic grade and step increases, and paid holidays.

ADDITIONAL INFORMATION: Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. Employees of the United States Courts serve under excepted appointments and are considered at-will employees. As such, employment may be terminated by either the employer or the employee with or without cause. Federal Civil Service classifications/regulations do not apply. All court employees are at-will and therefore the selected candidate may be removed from this position at any time if, after reasonable on-the-job training, the selected candidate fails to perform at a satisfactory level.

As a condition of employment, the selected candidate will be subject to an FBI background check and satisfactory adjudication by the employing office to be eligible for employment. Candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. **Candidates completing the AO-78 are not required to complete questions 18-20 regarding criminal history.** Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making

an employment suitability determination. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application material may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed. All employees are subject to mandatory electronic direct deposit of salary payment.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either of which may occur without prior written or other notice. In the event a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position.

APPLICATION INSTRUCTIONS: Please email a letter of interest, resume, and completed application form as a single .pdf document to sue_frisch@okwb.uscourts.gov. The employment application can be found on our web page at www.okwb.uscourts.gov. Please include the name of the applicant and the vacancy number in the subject line of the email.

Vacancy No. 23-03BK
Douglas Wedge, Court Clerk
U. S. Bankruptcy Court, Western District of Oklahoma
215 Dean A. McGee, Rm 147
Oklahoma City, OK 73102

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