

U.S. Bankruptcy Court – Northern District of New York

Career Opportunity # 19-02

COURTROOM DEPUTY

Position Type:	Full-time with benefits
Salary Range:	\$45,321 - \$73,637 (Depending on qualifications and experience)
Job Grade:	CL 26 – Steps 1-61 (Promotional potential to CL 27 without further competition)
Open Date:	05/13/2019
Closing Date:	05/28/2019 (Open until filled, but preference given to those applications received by Closing Date)
Location:	Syracuse, NY

POSITION OVERVIEW

The United States Bankruptcy Court for the Northern District of New York is seeking applicants for the position of Courtroom Deputy. The Courtroom Deputy assists in managing the judge's caseload and provides courtroom and other assistance through production, distribution, and management of court hearing calendars. The incumbent's responsibilities include attending and logging court proceedings, and processing orders.

REPRESENTATIVE DUTIES

- The courtroom deputy manages the judge's caseload. Calendar and regulate the movement of applicable cases. Monitor the filing of pertinent documents and timely responses to judicial orders. Coordinate dates and times for hearings, trials, and conferences. Keep judge and immediate chambers staff informed of case progress or impending changes.
- Assist with posting and updating court calendars on the court's website.
- Review information relating to pending cases and ensure that all records and materials are available for use by the judge.
- Assist with entering data on the Case Management/Electronic Case Filing (CM/ECF) system to facilitate proper case administration.
- Point person for triaging, facilitating, training and testing necessary changes to the Chambers Automation Program (CHAP).
- Triage changes to CMAssist on the courtroom deputy side, as necessary.
- Disseminate operation updates from the Chief Deputy and Clerk to courtroom deputies and create instructions for such updates.
- Docket orders, pleadings, judgments, and other filings utilizing applicable automated systems.
- Attend court sessions and conferences. Assist with the orderly flow of proceedings, including setting up the courtroom, assuring presence of all necessary participants, and managing exhibits.



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Benefits

Federal benefits include:

- Paid Vacation
- Sick Leave
- 10 Paid Holidays
- Retirement Benefits to include a defined contribution program (4.4% of gross pay)
- Thrift Savings Plan (TSP), a 401(k)-styled program with a government match of up to 5%

Optional benefits include:

- Health Insurance
- Life Insurance
- Disability Insurance
- Long-term Care Insurance
- Flexible Benefits, which include medical and dependent care reimbursement.

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How to Apply

Qualified candidates must submit the following:

- Cover Letter.
- Resume detailing qualifications, experience, and salary history.
- Three professional references that can speak to your skills and qualifications as stated in the position announcement, along with their contact information.
- Completed AO78 Application for Judicial Branch Employment <http://www.uscourts.gov>
- Please submit all documents in a single .pdf file to: jobs@nynb.uscourts.gov

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- Take notes of proceedings and rulings and prepare hearing held entries.
- Facilitate and coordinate telephonic appearances, ensure that the system and equipment are working properly.
- Assist with routing incoming pleadings and mail to appropriate individuals. Assist with the development and implementation of the clerk's office case processing procedures relating to calendaring and case-flow.
- Provide Electronic Court Recorder (ECR) duties and courtroom setup. Prepare, keep up with and post ECR schedule.
- Process and manage appeals to the U.S. District Court, U.S. Second Circuit Court of Appeals.
- Process transcript and audio cd requests

QUALIFICATIONS

To qualify for the Courtroom Deputy position, an applicant must have a high school diploma or equivalent, two years of general experience, and at least one year of specialized experience equivalent to work at CL-25.

Generalized experience is progressively responsible clerical, office, or other work that indicates the possession of or the ability to acquire the particular knowledge and skills necessary to do the job.

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 and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, courts of general jurisdiction, education institutions, and banking and credit firms.

Applicants must possess excellent interpersonal skills and be able to work well in a fast-paced, progressive environment. The successful candidate will be self-motivated and have a proven track record of superior leadership. He or she must also be able to research, understand, follow, and direct procedures.

PREFERRED QUALIFICATIONS

- Excellent oral and written communication skills as well as excellent organizational and multi-tasking skills.
- A bachelor's degree or a paralegal degree or certificate.
- Professional maturity.
- Ability to interact respectfully and tactfully with all levels of customers and be able to work under pressure while managing a variety of duties and projects requiring accuracy and attention to detail.
- Ability to maintain confidentiality and use sound judgment is a must.
- Previous experience in bankruptcy or a legal field or courtroom.
- Familiarity with the court's CM/ECF system is a plus.



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OTHER

Work in excess of scheduled hours will be required periodically. Scheduled time off must be arranged around the judge's schedule. Ad hoc telework may be approved on an infrequent basis. Regular telework may not be approved.

APPLICANT INFORMATION

- This position is subject to mandatory EFT (direct deposit of salary earnings).
- All promotions are subject to approval of the Administrative Office of the United States Courts.
- 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 materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.
- Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.
- Applicants must be U.S. citizens. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking United States citizenship as explained below. Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.
- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that 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 posting the position.
- Only qualified applicants will be considered for this position. Employees of the U.S. Bankruptcy Court serve under "Excepted Appointments" and are considered "at will" employees and can be terminated with or without cause. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.



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- The initial appointment to this position is provisional pending the successful completion of the required background checks and/or investigations.
- The position is classified as “temporary” for purposes of meeting the probationary period of one year and one day. Upon satisfactory performance of the probationary period, the employee will be classified as “permanent.”

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