



U.S. Bankruptcy Court, EDNY
Conrad B. Duberstein Courthouse
271-C Cadman Plaza East
Brooklyn, NY 11201-1800

U.S. Bankruptcy Court Eastern District of New York Office of the Clerk

www.nyeb.uscourts.gov



U.S. Bankruptcy Court, EDNY
Alfonse M. D'Amato U.S. Courthouse
290 Federal Plaza
Central Islip, NY 11722

CAREER OPPORTUNITY #FY23/06

POSITION: Courtroom Deputy
SALARY RANGE: CL 26 - CL 27*
 CL 26 (\$58,808 - \$95,571)
 CL 27 (\$64,593 - \$105,032)
 Commensurate with qualifications and prior experience
**Promotion opportunity to CL 27 without further competition*

OPENING DATE: March 9, 2023
CLOSING DATE: April 7, 2023 (with preference set for March 17, 2023)
DUTY STATION: Central Islip, NY

Job Summary:

This position is located in the Clerk's Office of the United States Bankruptcy Court in Central Islip, NY. The Courtroom deputy performs 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. The Courtroom Deputy represents the Clerk of Court in matters relating to courtroom administration and proceedings. This position also acts as the liaison among chambers, the Clerk's Office, counsel, and the public. This position entails a high level of knowledge and complexity related to court or courtroom operations.

Representative Duties:

- Manages judge's cases by calendaring and regulating their movement, monitoring filing of pertinent documents and timely responses to judicial orders, and setting dates and times for hearings, trials, and conferences. Serves as a primary source of information on scheduling hearings and other case processes.
- Keeps judge and immediate staff informed of case progress. Acts as liaison among the Clerk's Office, the bar and the judge to ensure that cases proceed smoothly and efficiently.
- Attends court sessions and conferences. Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing and organizing exhibits.
- Records verbatim court proceedings using electronic sound recording equipment. Takes notes of proceedings, rulings, notices and prepares minute entries electronically. Docket orders and provides backup ECRO services as needed.
- Issues transcript requests; answers questions from parties and the public on obtaining transcripts.
- Reviews information relating to pending cases to ensure that all documents/records and reference materials are available for use by the judge and counsel. Reviews legal documents submitted to the court for completeness and accuracy.
- Conducts research and composes and prepares correspondence, procedural orders, and other documents. Maintains and updates pre-set hearing dates on CHAP (Chambers Automated Calendar Program).

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- Reviews the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and make summary entries on the dockets of all documents and proceedings.
- Performs other duties as assigned.

Qualifications:

Minimum High School graduate or equivalent. **Preferred:** Completion of a Bachelor's degree from an accredited college or university.

General Experience:

A minimum of one year of 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.

Specialized Skills:

Two years of progressively responsible experience, thorough knowledge of bankruptcy processes and procedures, and prior courtroom experience and knowledge of courtroom procedures. The incumbent must have excellent verbal and written communication and interpersonal skills.

Court Preferred Skills:

The candidate should have knowledge of federal and local rules, legal terminology and legal documents.

Excepted Appointment:

The United States Bankruptcy Court is part of the Judicial Branch of the U.S. Government. All applicants must be U.S. citizens or permanently eligible to work in the United States. The Federal Financial Management Reform Act requires direct deposit of federal wages. All court employees are required to adhere to a Code of Conduct. Judiciary employees serve under excepted appointments (not civil service) and are at will employees.

Conditions of Employment:

As a condition of employment, the selected candidate must successfully complete an Office of Personnel Management background investigation including an FBI National Criminal History Fingerprint check. Employment will be considered provisional, pending a favorable suitability determination based on the results of the background investigation.

COVID-19 Policy:

The U.S. Bankruptcy Court for the Eastern District of New York currently has a COVID-19 vaccination policy in effect. All new employees must be fully vaccinated for COVID-19 and, prior to starting with the Clerk's Office, present proof of vaccination or submit a request in writing for an exemption to this requirement on the basis of a sincerely held religious belief or medical condition.

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Benefits:

The United States Bankruptcy Court offers an excellent working environment. Court employees are covered by the Court Personnel System and are entitled to benefits listed on the United States Courts website at <https://www.uscourts.gov/careers/benefits> which include:

- 11 Paid Federal Holidays
- 13 Annual Leave Days (per year for the first three years)
- 20 Annual Leave Days (after three years)
- 26 Annual Leave Days (after fifteen years)
- 13 Sick Leave Days
- Federal Employees Health Benefit Plan
- Federal Employees Dental/Vision Plans
- Long-Term Care Insurance
- Thrift Savings Plan
- Federal Employees Retirement System
- Federal Employees Group Life Insurance
- Flexible Spending Accounts:
 - HealthCare Reimbursement Account
 - Dependent Care Reimbursement Account
- Fitness Center Membership (fee required)

Application Process:

Qualified applicants should submit the following:

1. cover letter referencing Career Opportunity FY23-06 and specifying qualifications in relation to the position, list of professional references (at least three);
2. a detailed résumé; and,
3. an Application for Judicial Branch Federal Employment (AO-78), which can be found at https://www.nyeb.uscourts.gov/sites/nyeb/files/AO_078.pdf.

All documents should be emailed as one PDF to NYEB_HR@nyeb.uscourts.gov.

Incomplete applications will not be considered. Only applicants selected for an interview will be contacted. Phone calls will not be accepted. The Court reserves the right to modify, withdraw, or fill the Career Opportunity at any time, any of which may occur without prior written or other notice.

Diversity is important to the Judiciary. It is an essential component of services that the Judiciary is charged with providing to maintain justice, equality, fairness, respect, and dignity in society. To fulfill its duties, the Judiciary must include all members of society - not just regardless, but also inclusive of race, gender, disability, and the many other variables that make up the citizens of our nation. The Judiciary has a duty to promote a fair, just, and sustainable model of inclusive democracy and social justice that surpasses any governmental entity in the history of this nation or of any other nation.

The U.S. Bankruptcy Court is an Equal Opportunity Employer