



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

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

<https://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 # FY26/06

- POSITION TITLE:** Courtroom Deputy
- POSITION TYPE:** Full-time/Permanent
- DUTY STATION:** Brooklyn, New York
- CLASSIFICATION:** CL 26, Step 1 - Step 61 (\$64,075 - \$104,136)
Starting salary commensurate with work experience, education, and previous Federal Court experience. Position has promotional potential to CL 27 without further competition.
- OPENING DATE:** July 1, 2026
- CLOSING DATE:** July 20, 2026. First consideration will be given to applicant packets received by July 15, 2026.

Job Summary:

This position is located in the Clerk's Office of the United States Bankruptcy Court in Brooklyn, 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.

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CAREER OPPORTUNITIES

- 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).
- Provides back-up Courtroom Deputy duties to other chambers in both offices, when needed.
- Reviews cases and reports for necessary actions.
- Performs some case administration duties, such as docketing orders, quality controlling calendar related documents and closing cases.
- Serves as additional support to other areas of the Operations Division, as needed and assigned, such as performing closing-out duties as a Reconciliation Deputy.
- 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.

Qualification Requirements:

- Completion of an Associate's degree from an accredited college or university with a minimum of three years of progressively responsible clerical or administrative experience in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate firms, title companies, corporate headquarters and human resources/payroll operations, or a Clerk's Office in a federal, state or local court.
- At least two years of specialized experience. 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.
- Ability to communicate effectively both orally and in writing.
- Excellent computer skills and ability to work with a variety of programs and applications.
- This is a fast paced and challenging position that requires the incumbent to always maintain a professional demeanor and to possess strong organizational and analytical skills. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, foster high ethical standards, and possess the ability to work independently and to collaborate effectively with other court staff.

Desirable Qualifications:

- A Bachelor's degree from an accredited educational institution in a field of academic study such as criminal justice, sociology, human relations, or business or public administration, or related field and/or completion of a paralegal certificate is preferred.
- Current or prior experience as a case administrator or courtroom deputy clerk is highly desirable.
- Federal Court or Federal Bankruptcy court experience, including familiarity with court operations and a working knowledge of the Bankruptcy Code and Rules is also preferred.
- Experience with the court's case management system (CM/ECF), Zoom and Teams videoconferencing and digital recording.
- Knowledge of courtroom proceedings and applicable requirements. Understanding of implications of judge's orders and decisions.

Excepted Appointment:

The United States Bankruptcy Court is part of the Judicial Branch of the U.S. Government.

- Citizenship Requirements for Employment in the Judiciary, which is available at <https://www.uscourts.gov/careers/employment-eligibility/citizenship-requirements>

CAREER OPPORTUNITY

- The Federal Financial Management Reform Act requires direct deposit of federal wages.
- Judiciary employees serve under “Excepted Appointments” and are considered “at will.”
- The Court requires employees to adhere to the Code of Conduct for Judicial Employees, which is available at <https://www.uscourts.gov/administration-policies/judiciary-policies/ethics-policies/code-conduct-judicial-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. Employment references may be checked prior to a job offer.

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:

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

Current Judiciary employees transferring without a break in service will maintain their current benefits.

Application Process:

All documents should be emailed as **one PDF** to NYEB_HR@nyeb.uscourts.gov that include the following:

- cover letter referencing Career Opportunity FY26/06 and specifying qualifications in relation to the position, list of professional references (at least three);
- detailed résumé; and ,
- an Application for Judicial Branch Federal Employment (AO-78), which can be found at <https://www.uscourts.gov/forms-rules/forms/application-judicial-branch-federal-employment>.

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.

The United States Bankruptcy Court, Eastern District of New York, is an Equal Opportunity Employer and values diversity in the workplace.