UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF TEXAS

VACANCY ANNOUNCEMENT (2019-02)

Position:	**Relief Courtroom Deputy**
Classification:	**CL 26 - $48,667 to 79,073 (depending upon qualifications and experience)**
Location:	**Plano, TX**
Opening Date:	**April 29, 2019**
Closing Date:	**May 10, 2019**

Position Overview

The United States Bankruptcy Court for the Eastern District of Texas is accepting applications for the position of full-time Relief Courtroom Deputy in Plano, Texas. The Relief Courtroom Deputy assists Bankruptcy Judges as a substitute courtroom deputy when a Judge's regularly assigned courtroom deputy is unavailable. The responsibilities include management of court calendars, attending court proceedings, and recording pertinent results for minutes and orders. Incumbent performs other duties as assigned and some travel may be required. The position reports to the Deputy in Charge in the Plano Division.

Ideal candidates will possess:

- A dedication to public service and a desire to help others through the delivery of excellent customer service.
- Proven ability to collaborate with others effectively to accomplish tasks and solve problems.
- A track record of reliability, productivity and producing quality work.

Representative Duties

- Under the direction of the Deputy in Charge, manage judge's caseload in the absence of the regularly assigned courtroom deputy. Set dates and times for hearings, trials, and conferences. Keep judge and immediate chambers staff informed of case progress or impending changes.
- Review information relating to pending cases to ensure all records and reference material are available for use by the judge and counsel.
- Attend court sessions and conferences. Assist with the orderly flow of proceedings, including setting up the courtroom, assuring presence of all necessary participants.
- Take notes of proceedings and rulings and with the assistance of the Courtroom Deputy, draft minute entries, and orders for the judge's review and signature.

- Perform data processing for the court's automated maintenance of records, as needed. Process orders, pleadings, and minutes according to local policy utilizing the electronic case management system.
- Act as liaison between the clerk's office, the bar, and the judge to ensure that cases proceed smoothly and efficiently. Serve as a source of information on scheduling conferences, hearings, trials, and other case processes.
- Assist in gathering statistical information for reporting to the Administrative Office.
- Perform case administration duties and/or assist employees performing case administrative duties, when not assigned to a judicial officer.
- Perform other functional duties, including, but not limited to: intake, electronic case management, and accept, file, and docket bankruptcy petitions, pleadings, claims, and other court documents.

Qualification

To qualify for the position of Relief Courtroom Deputy, the candidate must have two years of clerical or administrative experience. Knowledge of legal terminology, procedure, or filings as might be found in a law office, in the Clerk's Office of a U.S. Bankruptcy Court, or in another court of justice is preferred. The candidate should possess strong organizational, analytical, and verbal and written communication skills. Solid computer skills are required, including proficiency in the use of word processing software. High school diploma or equivalent is required, and a bachelor's degree is preferred. The applicant must be a United States citizen or provide documentation proving eligibility to work in the U.S.

Applicants **must** provide a brief narrative statement addressing the five factors listed below. Each factor must be addressed under a separate heading. Applicants who fail to provide the narrative statement will not be considered for the position.

Knowledge, Skills, and Abilities

1. Customer service experience
2. Ability to communicate orally and in writing
3. Skill in typing, WordPerfect/Word, and data entry
4. Ability to organize and complete projects with minimal supervision
5. Ability to work independently and as part of a team

How to Apply

Qualified applicants **must** submit the required narrative statement along with a cover letter and detailed resume including salary history to Kim_Dixon@txeb.uscourts.gov. Submissions may be in word processing format or PDF.

Benefits

Employees of the U.S. Bankruptcy Court are entitled to benefits, which include participation in the federal Employees Retirement System, choice of a health benefit plan from several options, dental, life insurance, long term disability, long term care, annual/sick leave, federal holidays, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

The Court is an Equal Opportunity Employer

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct. This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative. The decision on granting reasonable accommodations will be made on a case by case basis.