



UNITED STATES BANKRUPTCY COURT
FOR THE SOUTHERN DISTRICT OF IOWA

NOTICE OF POSITION VACANCY

Position: Courtroom Deputy (2019-01)
Classification: CL 26 (Starting Salary Range \$44,562 - \$72,458)
Salary commensurate with qualifications and experience
Promotion potential to CL 27 without further advertisement
Location: Des Moines, Iowa
Opening Date: March 1, 2019
Closing Date: Open until filled; preference given to applications received prior to March 22, 2019

The United States Bankruptcy Court for the Southern District of Iowa is recruiting for the position of Courtroom Deputy. This position is located in the Bankruptcy Clerk's Office in Des Moines, Iowa and reports to the Clerk of Court.

The Position

The Courtroom Deputy performs court and courtroom functions including calendaring, scheduling and similar courtroom services work. The Courtroom Deputy manages the judge's caseload, attends and logs court proceedings, manages exhibits, processes orders, and performs electronic court recording operator duties (ECRO). This position interacts regularly with the public and attorneys and requires a close working relationship with the judge and chambers staff. This job entails a high level of knowledge and complexity regarding court and courtroom operations. Courtroom deputies support courtroom operations by recording court proceedings and assisting with calendaring, scheduling or courtroom deputy duties.

Representative Duties

- Review cases or reports for necessary actions.
- Keep judge and immediate staff informed of case progress. Act as liaison between the clerk's office, attorneys, the public and the judge to ensure that cases proceed smoothly and efficiently.
- Process orders and judgments for the judge's approval. Docket orders, pleadings, and

- judgments as directed by local court policy, utilizing applicable automated systems.
- Coordinate hearings. Provide accurate noticing as required by law, including proper distribution through the Bankruptcy Noticing Center. Review the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings.
 - Assist in the accurate statistical reporting requirements of the Administrative Office.
 - Attend court sessions and assist with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Take notes of proceedings, rulings and notices.
 - Record court proceedings (ECRO) and provide training or assistance to employees performing ECRO duties.
 - Process transcripts, arrange for transcriptions and answer questions from parties and the public regarding obtaining transcripts.
 - Perform other duties as assigned.

Qualification Standards

Candidates must be a U.S. citizen or eligible to work in the United States. A bachelor's degree is preferred. In addition, candidates must possess a minimum of one year of specialized experience, including at least one year equivalent to work at a CL25. 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, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Required Skills

- Accuracy, strong attention to detail and organization skills;
- Proficiency with Microsoft Office suite applications and Adobe Acrobat;
- Outstanding customer service and support skills;
- Outstanding oral and written communications skills;
- Ability to apply a body of rules, regulations, directives or laws;
- Ability to multitask under strict deadlines;
- Ability to speak to groups;
- Ability to maintain strict confidentiality;
- Problem solving skills; and
- The ability to professionally represent the Court in communications with attorneys, trustees, debtors and the public.

Additional Preferences

The ideal candidate will also possess:

- Prior courtroom or federal court experience (desired, but not required);
- Proven ability to successfully manage multiple tasks with strong organizational skills;

- Initiative;
- Excellent communication, interpersonal and customer service skills; and
- Unquestioned integrity with a positive “can do” attitude.

Selection Process and Additional Information for Applicants

The most qualified applicants will be invited to one (or more) personal interviews with the court. Persons selected for interviews will be required to travel to the designated location at their own expense. The court is not authorized to reimburse candidates for travel or relocation expenses.

Candidates progressing beyond the initial interview phase may be tested for eligibility.

Prior to appointment, the selectee considered for this position is required to undergo an FBI fingerprint check. The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination of the fingerprint check.

Employees of the U.S. Bankruptcy Court are considered “at will” employees and may be terminated with or without cause.

Courtroom Deputy work is performed in an office setting and in a courtroom. Some lifting is required to handle and set up equipment in the courtroom.

Benefits

Benefits include paid holidays, vacation and sick leave, health, dental and vision benefits, life insurance, disability insurance, supplemental benefits, retirement benefits, and a tax-deferred savings plan. This position is subject to mandatory participation in electronic funds transfer (direct deposit) for payroll.

Procedures for Applying

To be assured consideration for this position, qualified applicants should submit the following:

- **Application for Judicial Branch Federal Employment**
(Link to this document is found on the court’s web site at <https://www.iasb.uscourts.gov/>)
- **Cover letter and Resume** (include announcement number)
- **Three References**

Documents must be sent in PDF format to: IASB_HR@iasb.uscourts.gov

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. Incomplete applications, as well as those not submitted electronically, will not be considered. Only those applicants selected for interviews will be contacted. The United States Bankruptcy Court is an Equal Opportunity Employer and values diversity.