

# **Electronic Court Recorder Operator/Case Administrator position vacancy in New Orleans, LA**

Friday, June 17, 2016

The Clerk's Office of the United States Bankruptcy Court for the Eastern District of Louisiana is accepting applications from qualified applicants for the position of Case Administrator/Electronic Court Recorder Operator. Case Administrators manage the progression of bankruptcy cases and related adversary proceedings by maintaining official case records in an automated system, monitoring the completion of the required procedural steps for processing of all incoming documents, and interacting with the public and bankruptcy practitioners. The Electronic Court Recorder Operator (ECRO) is responsible for the accurate verbatim recording of court proceedings in the courtroom through the use of electronic sound recording equipment. This position is located in the Clerk's Office in New Orleans, Louisiana.

Attachments:

[CA-ECRO Vacancy 16-01](#) or <http://www.laeb.uscourts.gov/employment>