



**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF LOUISIANA  
Hale Boggs Federal Building  
500 Poydras St., Rm B-601, New Orleans, LA 70130  
(504) 589-7878**

**VACANCY ANNOUNCEMENT #21-02**

**Position Title:** Courtroom Deputy  
**Duty Station:** New Orleans, Louisiana  
**Position Type:** Full-Time  
**Salary Range:** CL 26 (\$47,071 - \$76,499)  
Starting salary depending on qualifications & experience with promotion potential to CL-27 (\$51,709 to \$84,059) without further competition.  
**Date Opened:** **May 11, 2021**  
**Date Closed:** **June 11, 2021**

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 Courtroom Deputy. This position is located in the Clerk's Office with a duty station in New Orleans, Louisiana. The Clerk's Office supports 2 bankruptcy judges and approximately 20 employees.

**Position Overview:**

Courtroom deputies perform general or specialized court or courtroom functions such as calendaring, and/or similar courtroom services work. The duties involve managing the judge's caseload, attending and logging court proceedings, and processing orders. This job entails a high level of knowledge and complexity regarding court or courtroom operations. Courtroom deputies at this level of function support courtroom operations by either recording court proceedings or assisting with less complex calendaring or courtroom deputy duties.

**Summary of Job Duties and Responsibilities:**

- Record court proceedings. Manage and organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems. Attend court sessions and conferences. 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, notices and prepare minute entries electronically.
- Review cases or reports for necessary actions.
- Keep judge and immediate staff informed of case progress. Act as liaison between the clerk's office, the bar, the public and the judge to ensure that cases proceed smoothly and efficiently. Maintain contact with counsel during deliberations.
- Draft orders and judgments for the judge's approval including judgment commitment orders. Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems.
- Coordinate hearings. Assist in the accurate statistical reporting requirements of the Administrative Office. 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.

**Minimum Qualification Requirements:**

- High school graduate or equivalent required; Bachelor's Degree from an accredited college or university in a business-related discipline relevant to Court's environment, such as public, business or judicial administration preferred.
- Two years general experience plus one year of specialized experience (progressively responsible clerical or administrative experience) with strong customer service orientation.
- Excellent computer, communications, organizational and interpersonal skills. Skill in the use of applicable automated systems and equipment. Ability to communicate effectively and accurately with a variety of people. Good knowledge of language usage, spelling and grammar.
- Skill in prioritizing tasks and work assignments in a high-volume environment. Ability to adhere to strict deadlines.
- Knowledge and understanding of policies and procedures of the court and the courtroom, including knowledge of the purpose and content of documents and events in order to summarize, make docket entries, and take appropriate action.
- Ability to work independently with minimal supervision and to function effectively as part of a team.
- Ability to manage multiple tasks and priorities and adhere to strict deadlines; accuracy and attention to detail required.

**General Experience**

Progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the position's duties.

**Specialized Experience**

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrates 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.

**Employee Benefits:**

Employees of the United States Bankruptcy Court are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and in this position, the incumbent will be entitled to the same benefits as other federal government employees. These benefits include:

- 13 days paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days/year, dependent upon length of federal service; 13 days of paid sick leave per year (unlimited accumulation); 10 paid holidays per year.
- Optional participation in the Federal Employees Health Benefit Program, Dental and Vision insurance, Group Life Insurance and Long Term Care Insurance.
- Optional participation in the Thrift Savings Plan (similar to a 401K plan) and a Flexible Spending Program (pre-tax flexible spending account for health care, dependent care, and commuter/parking costs).
- Mandatory participation in the Federal Employees Retirement System and the Social Security Retirement Program.
- Creditable service time in other federal agencies or the military will be added to judiciary employment.

**Applicant Information:**

- Applicants must be a U.S. citizen or be eligible to work in the United States.
- Employees of the United States Bankruptcy Court are “At Will” employees and are required to adhere to a Code of Conduct for Judicial Employees.
- The selected candidate will be subject to a background investigation and fingerprint check as a condition of employment.
- All appointments subject to mandatory electronic funds transfer for payment of net pay.
- Applicants selected for interviews must travel or relocate at their own expense.
- The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, any of which actions may occur without prior written notice or other notice.

**How to Apply:**

Qualified candidates should submit: (1) cover letter indicating how your education and/or experience relate to the duties and responsibilities of this position; (2) resume detailing qualifications, experience, and salary history; (3) names, addresses, and phone numbers of three professional references; (4) completed AO-78 Application for Judicial Branch Federal Employment. Please submit all documents via e-mail in a single PDF file to:

[HR@laeb.uscourts.gov](mailto:HR@laeb.uscourts.gov) (please include #21-02 in the subject line)

Applications for Judicial Branch Federal Employment (AO-78) may be accessed at the following link:  
<http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>

Due to the volume of applications received, the U.S. Bankruptcy Court will only communicate with those individuals who will be tested or interviewed for the position. Only qualified applicants will be considered.

**The United States Bankruptcy Court is an Equal Opportunity Employer**