



CAREER OPPORTUNITY

**Courtroom Deputy Clerk
Pittsburgh, Pennsylvania
CL 26/1 – CL 27/61
(depending on qualifications)**

**U.S. Bankruptcy Court
for the
Western District of
Pennsylvania**

5414 U.S. Steel Tower
600 Grant Street
Pittsburgh, PA 15219

www.pawb.uscourts.gov

Position: Courtroom Deputy Clerk
Annual Salary: CL 26 – CL 27 (depending on qualifications)
Position Location: Pittsburgh, PA
Application Deadline: September 17, 2019 at 12 p.m.

Position Summary:

The United States Bankruptcy Court for the Western District of Pennsylvania (the “Court”) is accepting applications for the full-time position of Courtroom Deputy Clerk in our Pittsburgh office. The incumbent will be required to perform duties to include, but are not limited to:

- Managing the Judge’s caseload. Keeping the Judge and immediate staff informed of case developments.
- Calendaring and regulating the movement of applicable cases.
- Monitoring the filing of pertinent documents and timely responses to judicial orders.
- Scheduling of hearings, trials, conferences, and other case processes.
- Acting as liaison between the Clerk’s office, the bar, the public and the Judge to ensure cases proceed smoothly and efficiently.
- Reviewing cases, reports, and related information for necessary actions.
- Drafting and docketing orders, proceeding memos, judgments, and other documents for the Judge’s approval utilizing applicable automated systems as directed by local court policy.
- Coordinating hearings. Assisting with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, managing exhibits and coordinating with CourtCall. Attending Court sessions and conferences. Taking notes of proceedings and rulings and preparing minutes.
- Assisting in the accurate statistical reporting requirements of the Administrative Office. Reviewing the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed and linked, and making summary entries on the docket of all documents and proceedings.
- May perform case administration duties and training or assistance to employees carrying out case administration.
- Performing other duties as assigned.

Minimum Qualifications:

To qualify at CL 26, an individual must be a high school graduate or equivalent and possess two years of general experience and three years of specialized experience. General experience is defined as 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 duties of the position.

Courtroom Deputy Clerk, Pittsburgh, Pennsylvania

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.

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience because the Courtroom Deputy Clerk position requires hands-on experience to be credited as specialized experience.

To qualify at CL 27, an additional two years of specialized experience beyond CL 26 is required.

Additional qualifications include: the ability to manage records; the ability to follow detailed instructions; the ability to apply advanced organizational skills; and the ability to manage projects; the ability to work independently with minimal supervision and to function effectively as part of a team; strong organizational skills and the ability to handle multiple assignments with frequent interruptions; ability to communicate effectively both orally and in writing.

Court Preferred Qualifications:

Federal court experience and a bachelor's degree or higher. Knowledge of federal and local Court rules. Knowledge of legal terminology and legal documents. Knowledge of courtroom proceedings and applicable requirements. Knowledge of how cases are assigned. Knowledge of how cases proceed through the court system. Knowledge of specialized software including Case Management/Electronic Case Files (CM/ECF), Chambers Automation Program (CHAP), and Case Management Assist (CM Assist). Proficiency with Microsoft Office Suite – Word, Excel and Adobe Acrobat.

Benefits:

Employees of the Court are entitled to the following benefits: optional participation in a variety of Federal health, dental, vision, and life insurance plans; optional participation in the flexible spending and parking reimbursement programs; annual leave (vacation) and sick leave accruals; ten (10) paid holidays per year; and mandatory participation in the Federal Employees Retirement Program and the Social Security Retirement Program.

Miscellaneous:

Employees of the Court serve under an "Excepted Service" appointment" and are considered "At-Will" employees. Appointment is provisional, and retention is contingent upon the successful completion of a background check and performance reviews.

All applicants must be a U.S. citizen or be eligible to work in the United States.

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All appointments are subject to FBI Fingerprint Background Check, with periodic reinvestigation, if applicable.

All appointments are subject to mandatory electronic funds transfer.

The U.S Bankruptcy Court is An Equal Opportunity Employer.

How to Apply:

Qualified candidates must electronically submit, by 12 p.m. on September 17, 2019, a cover letter, a resume, and a *Federal Judicial Branch Application for Employment* (Form AO 78) for consideration. Open until filled. Instructions and forms to apply electronically are available at: <http://www.pawb.uscourts.gov/career-opportunities>.

Please DO NOT CALL OR EMAIL the Court inquiring about the position. Due to the anticipated high volume of applications, the Court cannot respond to inquiries. Only qualified applicants will be considered for this position. Participation in the interview process will be at the applicant's own expense, and relocation expenses will not be provided.

Applicants are advised that the position is available subject to funding. The Court reserves the right to modify the conditions of this job announcement, to staff the position as applications are received, or to withdraw the announcement; any of which may occur without prior written or other notice.