



UNITED STATES BANKRUPTCY COURT DISTRICT OF NEW JERSEY

VACANCY ANNOUNCEMENT

Location:	Newark, New Jersey
Position Title:	Electronic Court Recorder Operator/Case Administrator
Classification Level:	CL 23/25

*Due to budgetary constraints, the position will be filled at the CL 24 Level. As the budget allows, may be promoted to the next Classification Level without further competition, based on qualifications and salary guidelines of the Administrative Office of the U.S. Courts. *New York Geographical Pay Rate.

Salary Range:	\$47,089-\$93,620
Opening Date:	July 1 st , 2025
Closing Date:	Open Until Filled

INTRODUCTION:

The position is in the Newark Clerk's Office in the Bankruptcy Court. The incumbent is responsible for making a verbatim recording of court proceedings and arranging for the production of written transcripts, as requested.

The incumbent is also responsible for managing the progression of bankruptcy cases and related adversary proceedings from opening to final disposition by maintaining the official case record, monitoring the completion of the required procedural steps, and performing the necessary noticing, administrative and clerical tasks.

REPRESENTATIVE DUTIES:

ELECTRONIC COURT RECORDER OPERATOR'S RESPONSIBILITIES:

- Record verbatim court proceedings using electronic sound recording equipment. Play back proceedings as required.
- Prepare courtroom for hearings to ensure in advance that electronic sound recording equipment is in working order and notify information technology staff regarding needed maintenance and/or repairs.
- Create electronic log notes of proceedings, including participants involved in court proceedings.
- Review transcripts submitted by agencies to ensure they meet the court's format standards.
- Prepare CDs for transcription. Arrange for and monitor the timely and accurate progress of the transcript being received from the transcriber and delivered to the appropriate parties.
- Receive and process CD/tape duplication and transcript production orders.
- Inventory and control electronic sound recording equipment and submit requests for needed supplies.
- Assist with Courtroom Deputy functions as necessary with both in and out of court duties.
- Provide customer service and resolve difficulties while complying with regulation, rules, and procedures.

- Abide by the Code of Conduct for Judicial Employees and court confidentiality requirements, while demonstrating sound ethics and good judgement at all times.
- Handle confidential and sensitive information appropriately.
- Collaborate with Courtroom Deputy and work with the Court Services Team to solve issues that arise and to ensure work is completed timely and with accuracy.
- Operate a variety of office equipment.

CASE ADMINISTRATOR:

- Manage cases from opening to closing to ensure timely progression. Review, identify, and research the accuracy, timeliness, and quality of data entered into the case record. Make corrections to the case record to comply with local and national procedures. Ensure that all case files and related information are accessible. Perform quality control on attorney- docketed entries.
- Prepare and analyze required reports. Check data from reports in order to meet quality assurance standards.
- Check for prior or prohibited filings. Verify attorney's authority to practice. Monitor for release of exhibits and sealed documents.
- Respond to inquiries on case status. Provide information and electronic case filing (ECF) instruction to external customers. Inform customers of required fees.
- Create and process new case files. Open cases in case management system. Docket initial opening events. Sort, classify, and file case records. Audit cases for closing and check the docket to ensure that all necessary documents are entered, and deadlines are met before generating the closing order.
- Scan and convert documents filed into image files. Enter documents and proceedings on the case docket. Maintain documents in the appropriate location. Answer phone inquiries regarding case status, archive information, and court procedures.
- Assist the public with electronic and paper files. Conduct case research as required. Provide archive information for closed cases. Provide file copies as requested.
- Test new procedures and processes and provide feedback. Provide noticing as required by law. Maintain mailing records.
- Assist with order processing. Provide backup coverage for team members and other departments, as required.
- Perform other duties as assigned.

REQUIRED QUALIFICATIONS:

College degree preferred and must have minimum of two years of general experience.

For placement above the minimum entry level, at least one year of experience must be or equivalent to the next lower CL level in Federal Service.

GENERAL EXPERIENCE:

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

SPECIALIZED EXPERIENCE:

Progressively responsible secretarial or administrative experience requiring the regular and recurring application of clerical procedures involving the routine use of PC programs and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws (such as

might be found in a law, insurance, or real estate office).

EXPERIENCE SUBSTITUTION:

Excess specialized experience may be substituted for required general experience.

CONDITION OF EMPLOYMENT:

Selected candidate subject to a background check as a condition of employment.

Applicant must be a United States Citizen or eligible to work in the United States.

HOW TO APPLY:

Applications can be sent via
email Send resume and cover
letter to:

careers@njb.uscourts.gov

Employees of the United States Bankruptcy Courts are **EXCEPTED** appointments. They are considered “**AT WILL**” judicial employees and can be terminated with or without cause by the Court. Federal Government Civil Service classifications or regulations **DO NOT APPLY**. Employees are, however, entitled to similar benefits as other Federal employees. These benefits include:

BENEFITS:

- 13 days paid vacation for the first three years
- 20 days paid vacation after three years
- 26 days paid vacation after fifteen years
- 13 days of paid sick leave per year
- A minimum of 10 paid national holidays
- Federal Employees Retirement System
- Thrift Savings Plan (equivalent to a 401K plan)
- Optional participation:
 - Choice of Federal Employees Health Benefits Plan
 - Federal Employees Group Life Insurance
 - Flexible Spending Program
 - Long-Term Disability Insurance

**The United States Bankruptcy Court for the District of New Jersey
is an Equal Opportunity Employer**