



**UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW JERSEY**

VACANCY ANNOUNCEMENT

POSITION: COURTROOM DEPUTY CLERK

LOCATION: NEWARK, NEW JERSEY

TOUR OF DUTY: Full-Time

SALARY RANGE: CL 24/1 - CL 27/61
\$41,968. - \$91,183.*
*New York Geographical Pay Rate
Based on Qualifications and Experience
(A minimum of two years of general experience and one year of specialized experience is required)

CLOSING DATE: OPEN UNTIL FILLED

INTRODUCTION:

This position is located in the clerks' office in the Bankruptcy Courts. The incumbent manages the judges' case load and provides courtroom and other assistance through management of court calendars, attending court proceedings, recording pertinent results for minutes.

REPRESENTATIVE DUTIES:

- Manages judge's cases by: calendaring and regulating their movement; monitoring filing of pertinent documents and timely responses to judicial orders; and setting dates and times for hearings, trials, and conferences. Keeps judge and immediate staff informed of case progress.
- Reviews information relating to pending cases to ensure that all records and reference material are available for use by the judge and counsel.
- Attends court sessions and conferences. Assists with the orderly flow of proceeding including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Takes notes of proceedings and rulings and prepares minute entries.
- Acts as liaison among the clerk's office, the bar and the judge to ensure that cases proceed smoothly and efficiently. Serves as a primary source of information on scheduling conferences, hearings, trials, and other case processes.

- Makes summary entries on the docket of all documents and proceedings. This includes such things as pleadings, petitions, motions, complaints, minutes and orders.
- Manages cases to ensure timely progression. Ensures that all automated entries are appropriately linked. When delays are noted, takes appropriate action such as scheduling a status conference.
- Processes case conversions from one chapter to another.
- Prepares form judgments and orders for signature.
- Informs parties when a judgment or appealable order is entered.
- As required, arranges for hearings on interim and final fee applications by all parties entitled to fees.

REQUIRED QUALIFICATIONS:

To qualify for the position of Courtroom Deputy Clerk, individual must have legal support experience and administrative experience. Individual must have experience with clerical procedures involving the use of PC programs and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws. Bankruptcy and/or electronic filing experience a plus as is a college degree.

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.

CONDITION OF EMPLOYMENT:

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

HOW TO APPLY

Send resume and cover letter to:
 Dorothy Marcianti
 Human Resource Manager
 United States Bankruptcy Court
 50 Walnut Street, 3rd Floor
 Newark, NJ 07102

Applications can be sent via email
dorothy_marcianti@njb.uscourts.gov

With copy to:
jobs@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 year
- 26 days paid vacation after fifteen years
- 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 Care Program
 - Long-Term Disability Insurance