

**The United States Bankruptcy Court
Northern District of Indiana
Notice of Vacancy**

Position:	Courtroom Deputy I (Full-Time Permanent)
Announcement No:	2024-08
Location:	Hammond, Indiana
Salary Range:	CL 26 (\$58,977 - \$95,830) Or CL 27 (\$64,781 - \$105,313) *The classification level and starting salary for this position will be based upon experience.
Opening Date:	September 20, 2024
Closing Date:	Open until filled with priority given to applications received by October 18, 2024

Position Overview

Courtroom deputies perform general or specialized courtroom functions such as electronic court recording operator (ECRO) duties, calendaring, and/or similar courtroom services work. The duties involve managing the judge's caseload, attending, and logging court proceedings, processing orders, and recording proceedings. 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. This position reports to the District Supervisor.

Representative Duties

The Courtroom Deputy I is responsible for the following:

- Manages judge's cases by calendaring, including distributing and monitoring deadlines, monitoring filing of pertinent documents, and timely responses to judicial orders.
- Calendar and regulate case movement.
- Serve as primary source of information on scheduling conferences, hearings, trials, and other case processes.
- 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.
- 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. Take notes of proceedings, rulings, notices and prepare minute entries electronically.
- Perform general case administration duties and/or provide training or assistance to employees performing case administration duties and other administrative tasks.
- Maintain the legal library.
- Other duties as assigned.

Qualifications

Applicants must have one year of specialized experience. Specialized experience consists of progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills, use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directive, or laws. 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 personnel/payroll operations. Applicants should be able to work independently in a team-oriented environment. Applicants should exercise good oral and written communication skills. Proficiency in word processing, web-based environments, Adobe Acrobat, and data entry are required.

Education

Applicants must be a high school graduate or equivalent. Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience. A college degree is preferred but not required. Prior judiciary experience is also preferred.

Employee Benefits

- Eleven paid holidays per year
- Paid annual and sick leave
- Subsidized medical coverage with pre-tax employee premiums
- Dental, vision, group life insurance and long-term care options
- Flexible Benefits Program (pre-tax flexible spending for health care, dependent care, and commuter/parking costs)
- Participation in the Thrift Savings Plan (similar to 401K plan, with employer matching up to 5%)
- Federal Employees Retirement System

More information about benefits can be found here: <https://www.uscourts.gov/careers/benefits>

Conditions of Employment

Applicants must be United States citizens or eligible to work for the United States government.

This is a sensitive position within the Judiciary. As a condition of employment, the selected candidate must successfully complete a background investigation and receive a favorable suitability determination. Employees will be hired provisionally, pending the results of a background investigation.

The court requires employees to adhere to a Code of Conduct which is available to applicants for review upon request. Employees are hired as excepted service, “at will” employees. This position is subject to mandatory electronic funds transfer. The United States Bankruptcy Court is an equal opportunity employer.

Application Procedures

Send cover letter, resume with three professional references, and the [AO 78 Application for Employment](#) via [email to: careers@innb.uscourts.gov](mailto:careers@innb.uscourts.gov). The most qualified candidates will be invited to one or more interviews. Only applicants selected for interviews will be contacted by the court.

Information for Applicants

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, if a closing date is shown,

any of which actions may occur without any prior written notice. If the applicant is hired at CL 26, a promotion to CL 27 will not require further competition.