



**United States Bankruptcy Court  
Western District of Washington  
700 Stewart Street, Room 6301  
Seattle, WA 98101  
[www.wawb.uscourts.gov](http://www.wawb.uscourts.gov)**

**Vacancy Announcement  
#24-02**

Position: Courtroom Deputy I/II

Position Type: Full time – Permanent

Start Date: June 2024 TBD

Location: Seattle, Washington

Salary Range: Court Personnel System  
CL-26, Step 1-61 \$59,158 to \$96,124  
CL-27, Step 1-61 \$64,980 to \$105,636  
Position has promotional potential to CL-27 without further competition.

Opening Date: May 10, 2024

Closing Date: Open until filled; interviews will be conducted on a rolling basis.

Area of Consideration: Nationwide

---

**Position Overview**

Courtroom Deputies perform specialized courtroom functions such as electronic court recording, calendaring, taking notes in court proceedings and providing general courtroom assistance. Additional duties include managing the judge's caseload, attending and logging court proceedings, processing orders and preparing minute entries. This job entails a high level of knowledge regarding courtroom operations.

The preferred primary location is the U.S. Courthouse in Seattle, Washington with travel to the U.S. Courthouse in Tacoma, Washington and other hearing locations. The U.S. Courthouse in Tacoma, Washington may be considered as a primary location for the right candidate.

**Representative Duties**

- Manage judge's cases by calendaring, monitoring deadlines, monitoring the filing of pertinent documents, and the timely responses to judicial orders.
- Calendar and ensure efficient case movement.
- Serve as the primary source of information on scheduling conferences, hearings and trials.
- Prepare and post calendars, record court proceedings, manage and organize exhibits, set up the courtroom, assure presence of all necessary participants (including those appearing by phone or video connection), take digital notes of proceedings, docket minute entries, upload audio to the court docket, and manage other duties as they arise in court.
- Review cases and reports for necessary actions.
- Keep judge and chambers 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 throughout resolution of matters.

- Submit transcript requests on behalf of judge. Answer questions from parties and the public regarding obtaining transcripts. Draft orders and judgments for the judge's approval. Docket minutes, letters, and notices as directed by the judge and local court policy.
- Assist in the accurate statistical reporting requirements of the Administrative Office, review the quality of e-filed documents, ensure that orders and docket entries are appropriately and accurately docketed.
- Advise supervisor when issues arise with software, courtroom technology, chambers procedures, or communication with the clerk's office.
- Performs other duties as assigned.

### **Qualifications**

To be qualified for appointment to the position of Courtroom Deputy, candidates must meet the following standards:

- A high school diploma or equivalent with a minimum of two years of general clerical work experience. Education above the high school level may be substituted for required general experience.
- At least one year of specialized experience. 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. This experience is commonly found in law firms, legal counsel offices, banking and credit firms, educational institutions, insurance companies, corporate headquarters or human resources/payroll operations.
- Excellent oral and written communication skills.

### **Preferred Qualifications**

- Bankruptcy knowledge and court experience or experience in a legal environment.
- Experience with the court's case management system (CM/ECF), Zoom and Teams videoconferencing and digital recording.

### **Benefits Information**

Court employees are considered "at-will" and are not covered by the Office of Personnel Management's civil service classifications or regulations. They are, however, entitled to similar benefits as other federal government employees. These benefits include:

- 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%) and Federal Employees Retirement System
- Telework options

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

### **Application Procedure**

Applicants must submit: 1. a cover letter; 2. a Judicial Federal Employment Application, Form AO-78 <http://www.uscourts.gov/forms/AO078.pdf> (Questions 19, 20 & 21 are not required); and 3. a resume. Please submit application materials in a single PDF to [hr\\_wawb@wawb.uscourts.gov](mailto:hr_wawb@wawb.uscourts.gov).

The subject line should read: Courtroom Deputy #24-02

This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify Human Resources at [hr\\_wawb@wawb.uscourts.gov](mailto:hr_wawb@wawb.uscourts.gov). The decision on granting reasonable accommodations will be made on a case-by-case basis.

**Other Information**

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

As a condition of employment, the selected candidate will be subject to an FBI fingerprint and background check. The selectee may be appointed provisionally, and retention will depend upon a favorable suitability determination of the background check. All information provided by applicants is subject to verification and background investigation.

The United States Bankruptcy Court requires employees to adhere to the Code of Conduct for Judicial Employees. Electronic fund transfer (direct deposit) participation for net pay is required.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.

See the Court's website at: [www.wawb.uscourts.gov](http://www.wawb.uscourts.gov)

**Equal Opportunity Employer**