



## VACANCY ANNOUNCEMENT

United States Bankruptcy Court, District of Oregon

VACANCY #2024-04

<b>POSITION:</b>	Courtroom Deputy II	<b>POSITION AVAILABLE:</b>	January 2025
<b>TYPE:</b>	Full-Time	<b>POSTING DATE:</b>	10/28/2024
<b>DUTY STATION:</b>	Portland, Oregon	<b>CLOSING DATE:</b>	Open until filled
<b>SALARY RANGE:</b>	CL-27 \$62,422-\$101,477 Pay is set based on qualifications and experience.		Submit your application by 11/17/2024 to ensure consideration. We will continue to review applications received after 11/17/2024 until the position is filled. <b>Check the status of this position on the court's website at <a href="https://www.orb.uscourts.gov/employment">https://www.orb.uscourts.gov/employment</a></b>

The United States Bankruptcy Court for the District of Oregon is looking for a highly motivated individual to join our professional team as a Courtroom Deputy II. The court has 4 judges (3 in Portland and 1 in Eugene) and 38 other employees, including chambers staff.

This position is located at our headquarters in Portland, on the Columbia and Willamette rivers, known for its bicycle paths, parks, and proximity to natural wonders such as the Columbia River Gorge, Mount Hood, and the Pacific coast. It's famous for its culinary scene, eco-friendliness, artisanal coffeehouses, microbreweries and distilleries, and appreciation for the arts,.

### **POSITION OVERVIEW**

A Courtroom Deputy II (CRD II) is responsible for the management of the judges' electronic court calendar. Other duties include courtroom functions such as attending court proceedings, electronic court recording duties and completion of hearing notes. Docketing duties include noticing, entering orders and docketing record of proceedings. This position entails a high level of knowledge and skill regarding court and courtroom operations.

### ***Essential Job Functions:***

- Set up and manage the judge's electronic calendar using the court's electronic scheduling program.
- Daily review of the judge's calendar and case docket for accuracy, changes, and updates.
- Review motions, objections, orders, and other documents and set hearings or decide what further action may need to be taken.
- Set chapter 7 reaffirmation hearings by running report, reviewing cases, and noticing the hearing.
- Provide hearing dates to the public and other court departments when requested.
- Answer questions from parties and the public that pertain to setting of hearings or courtroom procedures.
- Manage reservations and provide information regarding courtroom #2 to visiting federal judges.
- Attend court sessions and conferences and assure orderly flow of proceedings, including setting up the courtroom, assuring presence of all necessary participants and managing exhibits.

- Coordinate requests to appear by phone and video.
- Place and monitor telephone hearings.
- Monitor video hearing reservations and video hearing proceedings.
- Make verbatim record of court proceedings using the court's digital recording system.
- Post audio files of court proceedings to the docket as directed by the judge.
- Complete hearing notes and worksheets for court proceedings.
- Operate any court's evidence presentation and video conferencing equipment, and train hearing participants on their use.
- Complete notes after or during proceedings and prepare record of proceedings.
- Process record of proceedings, orders and notices after court and communicate any necessary further action needed by any other department in the court.
- Answer questions from parties and the public regarding obtaining transcripts and audio recordings of court hearings.
- Process request for transcripts and audio recordings of court hearings.
- Act as a liaison between the clerk's office, the bar, the public and the judge to ensure that cases proceed smoothly and efficiently.
- Track and report court hours for submission to the administrative office for statistical reporting requirements.
- Provide backup coverage for other courtroom deputies.
- Provide training to newly assigned backup Electronic Court Recorder Operator (ECRO).
- Maintain the Courtroom Deputy manual for the judge you are assigned to.

## **QUALIFICATIONS and REQUIREMENTS**

### **Education and Eligibility Requirements:**

- Minimum of a high school diploma or the equivalent.
- Must be a U.S. citizen or eligible to work in the United States.

### **The successful candidate must demonstrate or possess specialized experience and skills that are closely related to the following essential requirements of the position:**

- Exceptional interpersonal skills and the ability to work collaboratively in a team environment.
- Knowledge and skills in the use of computers and software applications. Ability to use online resources to research how features work and help users with issues that do not require information technology experts.
- Ability to interpret and apply existing and new governing policies and procedures to work duties and make recommendations to executive management for improvement and implementation.
- Skill and accuracy in data entry and numeric calculations.
- Ability to communicate professionally, both orally and in writing.
- Ability to prioritize, plan, and timely complete assignments with quality and attention to detail.
- Maturity, good judgment, high ethical standards, and a positive work attitude.

### **Other Requirements:**

- Occasional travel to district offices or to training centers and seminars.
- Ability to telework and conduct remote hearings from home or alternate work location, for example in the event of inclement weather or emergency office closure.

### **Preferred Work Experience:**

- Federal judiciary work experience in a related position

- Knowledge of bankruptcy rules and procedures
- Court or legal experience
- Knowledge of CM/ECF
- Experience with docketing and case management

### **APPLICATION NSTRUCTIONS**

An application will be considered complete when all the required documents are properly submitted as instructed below.

Email the following list of required application documents to **hr@orb.uscourts.gov** and reference **Vacancy #2024-04** in the subject line.

#### **Documents must be submitted in a single PDF file in the following order:**

*Important: Do not attach MS Word documents or documents in any other format other than PDF. The cover letter, resume, and any other documents you submit with the application must be combined into one PDF attachment.*

##### **1. Cover letter:**

- Reference job vacancy number **#2021-04**
- Include an email address in your contact information
- Provide information about your work experience that demonstrates your ability to meet the qualifications for this position

##### **2. Chronological resume which includes:**

- Education
- Work history
- Names and addresses of employers
- Dates of employment
- Work performed
- Significant accomplishments

### **GENERAL INFORMATION**

- Applicants must be a U.S. citizen or eligible to work in the United States.
- This is a sensitive position within the Judiciary. The successful candidate is hired provisionally, pending the results of a background check and favorable employment suitability determination.
- Employees must adhere to the Code of Conduct for Judicial Employees which is available at: <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>
- Excepted service appointments are “at will” and can be terminated with or without cause by the court.
- Employees are subject to mandatory Electronic Funds Transfer for payroll deposits.
- The best qualified will be contacted for interviews. Interviews will be conducted via videoconference or in-person.
- This vacancy announcement is posted on the court’s internet web site at <https://www.orb.uscourts.gov/employment>
- Candidates not contacted for an interview should check the status of the position on court’s website by clicking on the employment link. The vacancy announcement will be removed from the employment page when the position has been filled.
- Resume or enclosures will not be returned.

## **BENEFITS**

The judiciary offers a number of exceptional benefits to its employees. As a judiciary employee, you may be eligible to participate in the following benefits programs. Information about federal judiciary employee benefits and compensation can be found on the United States Courts website career page:

<https://www.uscourts.gov/careers/benefits>

- Paid Time Off
  - 13 days of vacation per year for the first three years of service, 20 days of vacation per year after three years of service, 26 days of vacation per year after fifteen years of service
  - 13 days of sick leave per year
- 11 paid holidays per year
- Medical coverage with a government contribution (choose from a variety of plans, health premiums may be deducted as pre-tax dollars, optional participation)
- Vision and dental insurance (optional participation)
- Life insurance program with a government contribution (optional participation)
- Long-term disability insurance for employees and eligible family members (optional participation)
- Long-term care insurance (optional participation)
- Flexible Spending Program (pre-tax contributions for health/dependent care/transportation expenses, optional participation)
- Public transportation subsidy (dependent on fiscal year funding)
- Federal Employees Retirement System (FERS)\*
- Thrift Savings Plan (employer matching, similar to 401K, optional participation)

*\*Participation in the Federal Employee Retirement System (FERS) is mandatory. Employees appointed to a position on or after January 1, 2014 contribute 4.4% of their base pay each paycheck to the Basic Benefit Plan. <https://www.opm.gov/retirement-services/fers-information/>*

### **Other Benefits:**

- Federal Occupational Health (FOH)/Employee Assistance Programs (EAP)
- Flexible and alternative work schedule opportunities
- [Public Service Loan Forgiveness Program](#)
- Virtual learning through the Judiciary Online University
- Generous telework program

### **The United States Bankruptcy Court for the District of Oregon is an Equal Opportunity Employer**

The United States Bankruptcy Court for the District of Oregon is an Equal Opportunity Employer and values diversity in the workplace. We encourage applications from all qualified individuals and seek a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources at [hr@orb.uscourts.gov](mailto:hr@orb.uscourts.gov). The decision on granting reasonable accommodations will be made on a case-by-case basis.

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. If a position becomes vacant in a similar classification within a reasonable time from the original announcement, the court may 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.