

**UNITED STATES BANKRUPTCY COURT**  
Southern District of Indiana  
Indianapolis

**RELIEF COURTROOM DEPUTY**

(Announcement #19-06)

**Salary: CPS 26 (\$45,673 - \$74,210) dependent on qualifications and experience**

**APPLICATION DEADLINE: May 31, 2019**

The Relief Courtroom Deputy assists Bankruptcy Judges as a substitute courtroom deputy when a Judge's regularly assigned courtroom deputy is unavailable. The incumbent also assists other Courtroom Deputies with case review and processing. The responsibilities include managing the judge's caseload, attending and logging court proceedings, and processing orders and other duties as assigned.

**DUTIES AND RESPONSIBILITIES**

- Manage judge's caseload in the absence of the regularly assigned courtroom deputy. Calendar and regulate the movement of applicable cases. Monitor the filing of pertinent documents and timely responses to judicial orders. Set dates and times for hearings, trials, and conferences. Keep judge and immediate chambers staff informed of case progress or impending changes.
- Review information relating to pending cases to ensure all records and reference material are available for use by the judge and counsel.
- Attend court sessions and conferences. Assist with the orderly flow of proceedings, including setting up the courtroom, assuring presence of all necessary participants, assisting with the selection of juries, and managing exhibits.
- Take notes of proceedings and rulings and prepare minute entries. Prepare judgments and other orders for the judge's review and signature.
- Perform data processing for the court's automated maintenance of records, as needed. Upload orders, pleadings, judgments, and minutes according to local policy utilizing the electronic case management system.
- Assist in gathering statistical information for reporting to the Administrative Office.
- Act as liaison between the clerk's office, the bar, and the judge to ensure that cases proceed smoothly and efficiently. Serve as a primary source of information on scheduling conferences, hearings, trials, and other case processes. Review CJA vouchers for inconsistencies in reporting in-court hours by court appointed attorneys.
- Assist other Courtroom Deputies with completion of "desk" work including case review and processing.
- Travel to other court offices, as assigned. Perform other functional duties, including, but not limited to: intake, electronic case management, appeals processing, records, and financial reports. Accept, file, and docket cases and pleadings; act as local information source for litigants and the public.

## QUALIFICATIONS

Candidate must have high school diploma or equivalent and two (2) years general experience and at least one (1) year of progressively responsible clerical, office, or other work that demonstrates the ability to apply a body of rules, regulations, directives, or laws and involves the routine use of specialized terminology, such that is found working in law firms, banking and credit firms, insurance or real estate companies. Some or all of the two years of required general experience may be substituted with education above the high school level.

## PERSONAL QUALIFICATIONS

Candidate should possess excellent oral and written communication skills as well as excellent organizational and multi-tasking skills. A professional demeanor is required. Candidate must be able to interact respectfully and tactfully with all levels of customers and be able to work under pressure while managing a variety of duties and projects requiring accuracy and attention to detail. The ability to maintain confidentiality and use sound judgment is a must. Experience with Word is required. Previous experience in bankruptcy or a legal field and familiarity with the court's CM/ECF system is a plus.

## BENEFITS

The United States Courts offer benefits to full-time employees which include:

- 10 paid holidays per year
- 13 - 26 paid vacation days (dependent upon years of service)
- Paid sick leave
- Health, dental, vision and life insurance options
- Long- term care insurance
- Flexible spending accounts for medical/ dependent care/commuter expenses
- Thrift savings (retirement) plan with employer matching

## HOW TO APPLY

**Resumes should be mailed to: [HRDept@insb.uscourts.gov](mailto:HRDept@insb.uscourts.gov). Include "Relief Courtroom Deputy" in the Subject Line.** E-mailed documents must be in Word or PDF format. Zip files will not be accepted. Due to the anticipated number of applications, only the best qualified applicants will be contacted for a personal interview. **Faxed and mailed résumés will not be accepted. The application deadline is May 31, 2019.**

*The Court is an Equal Opportunity Employer. Applicants are subject to a complete FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. Employees of the U.S. Courts have **EXCEPTED** service appointments. They are at-will employees appointed by the Clerk of the Court and can be terminated with or without cause by the Court. The Clerk reserves the right to modify the conditions of this job announcement by withdrawing or filling more than one position described herein. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The United States Bankruptcy Court is a smoke-free environment. Please note that federal judicial employees are governed by certain ethical guidelines that prohibit engaging in any political activities, whether partisan or nonpartisan.*