



UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF KENTUCKY

VACANCY ANNOUNCEMENT 14-01

Position: **Courtroom Deputy Clerk**

Number of Vacancies: **More than one position may be filled from this announcement.**

Opening Date: **October 4, 2013**

Closing Date: **Open until filled. Resumes requested by October 18, 2013.**

Salary Range: **CL-26 – CL-27* (\$41,786 – \$74,628)**

*depending upon experience and qualifications

Location: **Lexington, KY**

POSITION SUMMARY:

This position is located in the clerk's office in the Bankruptcy Court. A Courtroom Deputy manages the judge's caseload and provides courtroom and other assistance through management of court calendars, attending court proceedings, recording pertinent results for minutes and drafting judgments.

REPRESENTATIVE DUTIES:

Manage judge's cases by: calendaring and tracking case progress; monitoring filing of pertinent documents and timely responses to judicial orders; and setting dates and times for hearings, trials and conferences. Keep judge and immediate staff informed of case progress.

Review information relating to pending cases to ensure that 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, but not limited to, setting up the courtroom, coordinating presence of all necessary participants,

and managing exhibits. Take notes of proceedings and rulings and prepare minute entries. Draft judgments for the judge's approval.

Act as liaison among 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.

QUALIFICATIONS:

A minimum of three years of progressively responsible clerical experience, including the use of specialized terminology and demonstrated ability to apply a body of rules, regulations, directives or laws. Experience in a court system or paralegal experience required.

Preferred: J.D. degree.

SALARY AND BENEFITS:

The actual pay level will be established on the basis of the successful applicant's qualifications and experience. The position does not carry the tenure rights of positions in the competitive Civil Service. Other federal government benefits (e.g., leave, holidays, life and health insurance, long-term care insurance, flexible spending accounts and retirement benefits) are applicable. The position also is subject to mandatory Electronic Funds Transfer participation of net pay.

CONDITIONS OF EMPLOYMENT:

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.

The successful candidate for the position is subject to a background investigation, including fingerprinting and a FBI name check.

All court employees are *at will*, and therefore the selected candidate may be removed from this position at any time.

MISCELLANEOUS:

The United States Bankruptcy Court Eastern District of Kentucky is an Equal Opportunity Employer and has adopted an Employment Dispute Resolution Plan.

APPLICATION PROCEDURE:

Interested candidates must submit an introductory cover letter and a detailed resume along with an Application for Judicial Branch Federal Employment (AO78). The Form AO78 may be accessed online through the court website at www.kyeb.uscourts.gov. Submit the completed application package to Amy_Smith@kyeb.uscourts.gov.