

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF SOUTH CAROLINA**

Ann. No. 16-06

Opening Date: July 11, 2016

Closing Date: July 29, 2016

Position Title: Courtroom Deputy II
Full-Time

Location: Charleston, Columbia or Spartanburg, SC

Salary Range: CL 26/27 \$43,140 – \$77,030 (depending on qualifications)
* If filled at CL 26, may be promoted to the next grade without further competition

The United States Bankruptcy Court for the District of South Carolina has an opening for a Courtroom Deputy II.

RESPONSIBILITIES: The Courtroom Deputy II manages the Judges' cases by calendaring and regulating their movement, monitoring the filing of pertinent documents and responses to judicial orders. This includes docketing orders and scheduling documents in CM/ECF. Incumbent is also responsible for setting dates and times for hearing, trials and conferences. Keeps the Judge and immediate staff informed of case progress. Reviews information relating to pending cases to ensure that all records and reference materials are available for use by the Judge and counsel. Utilizes reports and information from CM/ECF to obtain case status and for reporting purposes. Attends court sessions and conferences. Assists with the orderly flow of proceedings, including but not limited to, setting up the courtroom, assuring presence of all necessary participants, managing exhibits, assisting witnesses and jurors and maintaining courtroom decorum. Takes notes of proceedings and rulings and prepares minute entries and dockets in the court file. Drafts judgments and other orders for the Judge's approval. Serves as a primary source of information on scheduling conferences, hearings, trials and other case processes and courtroom equipment for litigants. Performs back-up ECRO duties and other duties as assigned.

QUALIFICATIONS: High school diploma or equivalent is required. At the CL 26 level, applicants must have a minimum of one year of specialized experience equivalent to work at a CL-25. At the CL 27 level, applicants must have a minimum of two years of specialized experience, including one year equivalent to work at a CL- 26. Specialized experience is progressively responsible experience requiring the regular and recurring application of clerical or administrative procedures that demonstrated ability to apply a body of rules, regulations, directives or laws and involved the routine use of specialized terminology and automated

software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms and legal counsel offices. A Bachelor's degree in a related field or a Paralegal Certificate and one year of case management experience at the CL-25 level is preferred.

APPLICATION PROCEDURE:

Qualified individuals should submit a cover letter and resume, along with three professional references and a completed AO78 to scbc_employment@scb.uscourts.gov. Applicant must state in the subject line "**Courtroom Deputy II 16-06.**" The form AO78 (Application for Judicial Branch Federal Employment) is available on the Court's website or at <http://www.uscourts.gov>.

Appointment to this position is provisional, contingent upon a background investigation and retention depends upon a favorable determination. All court employees are "at will" and therefore the appointee may be removed from the position at any time. This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net pay.

The United States Courts requires all employees to adhere to a strict Code of Conduct; persons selected to interview may review the Code at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>. Expenses for interviews or relocation are not authorized for reimbursement.

The Court reserves the right to modify the conditions of this announcement or to withdraw the announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER.