

# United States Bankruptcy Court District of South Carolina

## Vacancy Announcement 26-04

### Courtroom Deputy I



Columbia, South Carolina

[www.scb.uscourts.gov](http://www.scb.uscourts.gov)



#### Position Details

##### Salary Range:

**\$54,372 – \$88,366 (CL 26)**

*(Approximate total compensation with employer paid benefits: \$70,683 – \$114,875)*

*\*The salary usually begins in the low to middle portion of the range provided above, depending upon qualifications, experience, and guidelines of the Administrative Office of the U.S. Courts.*

##### Closing Date:

Open until Filled

Preference Given to Applications

Received by **March 6, 2026**

#### Benefits Include:

- Accrual of paid vacation and sick leave
- 11 paid holidays
- Telework opportunities
- 40-hour work week
- Participation in the federal pension program
- Employer-matching contributions (up to 5%) to the federal employee retirement savings plan (similar to 401K)
- Health Insurance
- Dental, Vision & Life Insurance
- Flexible Spending Accounts
- In-house fitness facility
- Retirees may carry insurance plans into retirement while paying the same premiums as employees
- Eligibility for Public Service Loan Forgiveness

The United States Bankruptcy Court for the District of South Carolina is seeking applicants for a full-time Courtroom Deputy I in its Columbia office. Whether beginning or continuing a career in public service, the U.S. Bankruptcy Court offers competitive salaries and benefits and a work schedule that promotes a work-life balance. The Clerk's Office consists of employees located in three divisions throughout the district (Charleston, Columbia, and Greenville) who support the bankruptcy judges.

#### Position Overview:

Reporting to the Operations Manager, the Courtroom Deputy I attends and logs court proceedings, manages and organizes exhibits used in court proceedings, manages the court calendars, and processes orders. The Courtroom Deputy I is based in the Columbia courthouse and will provide administrative support in and out of the courtroom to all locations when a judge's regularly assigned courtroom deputy is not available. Some telework is available once established in the position. The successful candidate will have a high level of accuracy, diplomacy, and sensitivity in dealing with judges, attorneys, court staff, and the public. Courtroom deputies work with meticulous attention to detail, create systems to organize and prioritize tasks, and communicate with a calm and confident demeanor.

#### Primary Duties:

- Monitor cases for necessary actions, including reviewing matters for court and routing orders to chambers as required.
- Attend court proceedings, serve as the electronic court recording operator (ECRO), set up and troubleshoot electronic equipment for audio and video conference court sessions, and manage the orderly flow of proceedings.
- Take notes of courtroom proceedings, rulings, notices, and prepare minute entries electronically.
- Prepare draft orders and judgments. Electronically docket orders, pleadings, judgments, and minute entries.
- Inform the judge and immediate staff of case progress.
- Assist in scheduling hearings to ensure they are scheduled in the appropriate location and for the correct date and time.
- Process requests for transcripts and audio recordings.
- Assist in reviewing the quality of electronically filed documents, ensuring all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings.
- Respond to inquiries from attorneys, self-represented litigants, and the public, and act as a liaison between those individuals and the judge to ensure cases proceed smoothly and efficiently.
- Other duties as assigned.

#### Minimum Qualifications:

- High school diploma or equivalent is required.
- A minimum of one year of specialized experience. Specialized experience is progressively responsible experience requiring the regular and recurring application of clerical or administrative procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve 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, legal

- For more information on the Judiciary's competitive benefits, visit [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits).

- counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.
- Strong organizational, analytical, and verbal and written communications skills.
  - Proficient with Adobe Acrobat, Outlook, and Microsoft Office products.
  - Ability to interact effectively and professionally with others, provide customer service, and resolve difficulties while complying with regulations, rules, and procedures.
  - Ability to adapt and learn new technologies.
  - Dependable, with a commitment to attendance and punctuality.
  - Exceptional customer service skills and proficiency in multi-tasking, prioritizing duties, and time management.
  - Ability to exercise initiative in handling problems encountered while performing assigned duties.
  - A professional appearance and demeanor are required; applicants must be generally cordial, responsive, professional, and helpful to others including litigants without counsel.
  - Ability to work independently as well as in a team environment.

**Preferred Qualifications:**

- Prior experience in a federal or state court system or a legal work environment specializing in bankruptcy.
- Familiarity with CM/ECF.

**Conditions of Employment:**

Must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments, are considered "at will" appointments, and can be terminated with or without cause by the Court. Employees are hired provisionally pending results of a criminal background check and fingerprinting and are subject to a probation period. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of salary. The U.S. Courts require employees to adhere to the Code of Conduct for Judiciary Employees, available to applicants for review [here](#).

**Application Procedure:**

- Qualified applicants must submit the following:
  1. Cover Letter – address how your background, skills, and experience relate to the position and requirements;
  2. Resume – include key career accomplishments;
  3. Three professional references;
  4. An application for Federal Judicial Branch Employment ([Form AO-78](#)), available at [www.scb.uscourts.gov/employment-opportunities](http://www.scb.uscourts.gov/employment-opportunities).
- Submit the application packet as **one PDF** to [scbc\\_employment@scb.uscourts.gov](mailto:scbc_employment@scb.uscourts.gov) with the email subject "Vacancy 26-04." All required documents must be submitted to be considered for this opportunity; incomplete packets will not be considered.
- Qualified applicants will be screened and selected based on experience, education, and training.

The U.S. Bankruptcy Court for the District of South Carolina is not authorized to reimburse candidates for interview or relocation expenses. As a condition of employment, the selected candidate must complete a background check investigation, including an FBI fingerprint check. The U.S. Bankruptcy Court for the District of South Carolina reserves the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written or other notice.