



**UNITED STATES BANKRUPTCY COURT**  
**NORTHERN DISTRICT OF CALIFORNIA**

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## COURTROOM DEPUTY

**Announcement:** SF01-24                      **Opening Date:** 5/02/2024  
**Location:** San Francisco                      **Closing Date:** Open until filled

**Salary Range:** CL 26 \$65,760 - \$106,853  
CL 27 \$72,232 - \$117,426  
Commensurate with qualifications and in accordance with the Guide to Judiciary Policy.  
Position has promotion potential up to CL-27 without further competition.

The United States Bankruptcy Court for the Northern District of California is seeking qualified applicants for the position of Courtroom Deputy. The court is comprised of six (6) judges and a Clerk's Office staff of 37 employees. The court has divisional offices in Oakland, San Francisco, San Jose and Santa Rosa. The position is located in the San Francisco divisional office.

### **POSITION OVERVIEW:**

The Courtroom Deputy assists in managing the judge's caseload, in addition to providing courtroom and other assistance through management of electronic and/or paper court calendars, attending court proceedings and recording pertinent results for minutes, operating video hearing software, and responding to inquiries from the bar and the public concerning court procedures and case status.

### **REPRESENTATIVE DUTIES:**

Hearing calendar management duties include: (i) maintaining and arranging for the publication of a list of available hearing dates and times, (ii) ensuring that hearings are scheduled at the correct times and on the correct dates, (iii) reviewing notices of hearing for compliance with local rules, court orders and chambers procedures, (iv) updating hearing calendar as matters are continued, rescheduled, or as matters are resolved prior to hearing; (v) helping ensure that matters are set for hearing in a manner that minimizes inconvenience to the court and the parties; and (vi) preparing written summaries of certain routine motions for judicial review.

Attends all hearings, scheduling conferences, and trials.

Ensures that hearings are conducted in an orderly, efficient manner by (i) setting up the courtroom (whether virtual or physical), (ii) making sure that counsel and parties are properly identified and appear for the correct hearing, (iii) facilitating all technical aspects of video or telephonic hearings, (iv) managing video and audio recording of virtual hearings, (v) managing and maintaining paper and electronic exhibits, and (vi) preserving the integrity of the official record.

Takes notes of hearings and rulings and prepares minute entries.

Provides ECRO services as needed.

Caseload management duties include: (i) monitoring litigants' compliance with deadlines set pursuant to court orders, (ii) reviewing certificates of service for compliance with applicable local and federal rules, (iii) responding to questions from judge and law clerks concerning case status, (iv) promptly docketing orders, and (v) advising judge and law clerks concerning Clerk's Office procedures pertinent to case management.

Other duties include: (i) assisting with training new law clerks concerning relevant aspects of court operations and chambers management, (ii) conducting research and preparing correspondence, orders, and other documents at judge's direction; (iii) acting as a liaison between chambers and the Clerk's Office, the bar, and the public, (iv) serving as the primary source of information concerning scheduling conferences, hearings, trials, case status, and other case and calendar management issues; and (v) performing other duties as assigned.

### **QUALIFICATIONS:**

A minimum of one year of progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical 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.

### **DESIRED QUALIFICATIONS:**

- 2+ years of relevant experience.
- Thorough knowledge of bankruptcy processes and procedures, and prior courtroom experience and knowledge of courtroom procedures.
- Paralegal experience.
- Excellent verbal and written communication and interpersonal skills.
- A bachelor's degree from an accredited college or university.
- Written and spoken Spanish fluency.
- Careful attention to detail
- An energetic, proactive approach to assignments

### **BENEFITS:**

Employees of the U.S. Bankruptcy Court are not included in the government's Civil Service classification. However, they are entitled to the same benefits as other federal government employees. For a list of benefits please visit our Benefits at a Glance at <http://www.canb.uscourts.gov/jobs>. The Court values a healthy work life balance and offers flexible work schedules and opportunities for telework.

### **APPLICATION INSTRUCTIONS**

Qualified candidates are invited to apply by emailing the following to [jobs@canb.uscourts.gov](mailto:jobs@canb.uscourts.gov). The email subject line should reference the **Courtroom Deputy** position.

1. A cover letter detailing relevant experience and how they meet the qualifications for the position.
2. A résumé.

Only applicants who are selected for interviews will be contacted by the court. Applicants selected for the initial interview will be required to submit three professional references.

Applicants who are non-United States citizens must meet the requirements for federal employment. Only qualified applicants will be considered for this position. Relocation expenses will not be reimbursed. Applicants selected for interviews must travel at their own expense.

As a condition of employment, the selected candidate must complete a background check investigation, including a FBI fingerprint check. The position is subject to the mandatory electronic direct deposit of salary payment (i.e. Direct Deposit). All court employees are *at will*, and therefore the selected candidate may be removed from this position at any time if the selected candidate fails to perform at a satisfactory level. In addition, employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

The court reserves the right to modify the conditions of this job announcement or to withdraw the job 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 will only communicate with those qualified applicants who are selected for interview. If you are not notified, another applicant was selected.

***The United States Bankruptcy Court is an Equal Employment Opportunity Employer.***