



**UNITED STATES BANKRUPTCY COURT
DISTRICT OF HAWAII**

**VACANCY ANNOUNCEMENT
NO. 2018-01**

Position: **COURTROOM DEPUTY**

Classification Level: Court Personnel System: CL 26/1 – 27/61. Hawaii – Table HI

Terms of Employment: Full-time, excepted service permanent position

Starting Salary Range: \$45,744 - \$81,729 (plus Cost of Living Adjustment (COLA) – currently 10.99%, subject to change); Starting salary commensurate with experience and qualifications in accord with guidelines of the Administrative Office of the United States Courts and court budget

Position Location: Clerk’s Office
United States Bankruptcy Court, District of Hawaii
1132 Bishop Street, Suite 250
Honolulu, HI 96813

Number of Positions: 1

Closing Date: Position open until filled. Priority consideration will be given to applications received by October 9, 2018

Projected Employment Date: January 7, 2019

The Clerk’s Office for the United States Bankruptcy Court for the District of Hawaii is seeking qualified applicants for a Courtroom Deputy to support the Honorable Robert J. Faris, Chief Bankruptcy Judge, in managing the judge’s caseload and performing courtroom functions such as scheduling hearings and trials, electronically recording and making minute entries of court proceedings, and operating courtroom equipment for teleconference and videoconference hearings.

Position Overview

The Courtroom Deputy:

- Represents the Clerk of Court in matters relating to the management of judicial proceedings.
- Schedules hearings, status and pretrial conferences, and other case processes. Enters and monitors data in the court’s electronic calendar system.

- Manages the judge’s cases by calendaring and monitoring their status, and setting dates and times for hearings, trials and conferences.
- Keeps the judge and staff informed of case progress. Utilizes reports and information from the CM/ECF electronic case management system.
- Attends court hearings, trials, 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 maintaining courtroom decorum.
- Takes detailed notes of proceedings and rulings and prepares minutes of the judge’s oral rulings.
- Acts as liaison among the judge, the bar, and Clerk’s Office staff to ensure that cases proceed smoothly and efficiently. Serves as a primary source of information on scheduling conferences, hearings, trials, and other case processes for litigants.
- Coordinates, tests, sets up, and monitors the video conference equipment for video conference hearings. Coordinates, tests, sets up, and monitors the Electronic Evidence Presentation system and trains users on the system. Operates and maintains the digital recording system.
- Coordinates and monitors hearings requiring a court interpreter and telephonic hearings.
- Prepares statistical reports for the Administrative Office of the United States Courts.
- Performs additional Clerk’s Office duties as assigned, which may include property management, finance, and procurement responsibilities.

Employment Requirements

- Applicants must be United States citizens or eligible to work in the United States with a high school diploma or equivalent and two (2) years of general experience.
- Appointment as a CL 26 requires a minimum of one year of specialized experience equivalent to work at a CL 25 level. Appointment as a CL 27 requires a minimum of two years of specialized experience, including at least one year equivalent to work at a CL 26 level. Specialized experience means 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. Such experience is commonly encountered in other courts and tribunals, law firms, legal 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.
- Appointment requires an initial background investigation and suitability determination and may involve periodic background checks while employed.

Preferred Qualifications, Skills and Characteristics

- Legal or court experience – legal education, bachelor’s degree in a related field, or practical experience as a paralegal or legal assistant in a federal or state court or law office.

- Excellent administrative, organizational, and professional skills as well as a solid command of office protocol.
- Ability to communicate effectively both orally and in writing which includes accuracy in grammar, spelling, punctuation, and proofreading.
- Ability to interact effectively and appropriately with the public, providing exceptional customer service and resolving complex issues while complying with regulations, rules, and procedures.
- Ability to work independently as well as interact with all work groups within the office. Ability to follow detailed instructions, prioritize tasks, and meet deadlines. Flexibility in being able to perform tasks in the Clerk's Office in addition to responsibilities in chambers.
- Demonstrated ability to be a self-starter, capable of multi-tasking in a fast-paced environment, where attention to detail, timeliness, and flexibility are required.
- Ability to use a variety of electronic equipment such as digital audio recording, video conference, and electronic evidence equipment.
- Ability to work positively and cooperatively with others, while maintaining strict confidentiality with respect to duties and responsibilities and have a strong sense of personal and professional integrity. Ability to adhere to the Code of Conduct for Judicial Employees.
- Professional appearance and demeanor at all times, in the courtroom and in the office.

Benefits

The Bankruptcy Court falls within the Judicial Branch of the United States Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. As such, employment may be terminated by either the employer or the employee with or without cause. Federal Government Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other Federal Government employees. These benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (like a 401k plan with employer matching contributions), paid holidays and annual/sick leave accrual. See the United States Courts website for an overview of Federal Judiciary Benefits.

Application Process

Each of the following must be submitted but include all items in a single PDF.

- Letter of interest
- Current resume
- Completed and signed "AO-78 Judicial Branch Application for Employment" (Form may be downloaded from <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>).
- Three professional references with contact information.

Application packages must be emailed to: hib@hib.uscourts.gov with the subject line, "**Courtroom Deputy #2018-01, (your name)**" and will not be considered complete unless **all** items have been received. Incomplete application packets will disqualify applicants from further consideration.

Preference will be given to the application packages received by **October 9, 2018**. Due to the anticipated volume of applications, the court will only communicate with those individuals who will be invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status. Interview and relocation expenses will not be reimbursed. This position is subject to mandatory electronic funds transfer (EFT) for payroll direct deposit.

The United States Bankruptcy Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position earlier than the closing date, any of which may occur without prior written notice. Future vacancies may be filled without future advertisement.

THE BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER