



## United States Bankruptcy Court for the District of Arizona

230 N. First Avenue, Suite 101  
Phoenix, Arizona 85003-1706  
(602) 682-4000

### Vacancy Announcement #17-06 Yuma

**Position:** Courtroom Deputy/Case Administrator  
**Location:** Yuma Office  
**Position Type:** Regular, Full-time opportunity  
**Salary Range:** CL 25 1 – 61, (\$39,796 - \$64,718)  
CL 26 1 - 61, (\$43,840 – \$71,247)\*  
\*Depending on qualifications and experience  
**Opening Date:** Tuesday, May 16, 2017  
**Closing Date:** Wednesday, May 31, 2017

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#### INTRODUCTION

The U.S. Bankruptcy Court for the District of Arizona is currently recruiting for a Courtroom Deputy/Case Administrator in the Yuma Clerk's Office. This case administrator/courtroom deputy will be a hybrid position with exposure to courtroom duties as well as case management responsibilities. This position will work under the direction of the Operations Supervisor.

#### REPRESENTATIVE DUTIES

The employee is a member of the courtroom deputy team and will also work in collaboration with the case administrators managing a set of case digits. Managing a set of digits will include: maintaining and processing case information and managing the progression of cases from opening to final disposition, in accordance with approved internal controls, procedures, and rules. The incumbent is also responsible for assisting with less complex courtroom functions such as calendaring, managing the judge's caseload, attending and logging court proceedings, processing orders, recording proceedings, and similar courtroom deputy duties. This position will assist the public with inquiries regarding status of cases and provide procedural advice.

The ideal candidate should possess the following attributes:

- ✓ A futuristic attitude that can contribute new ideas to the future development of the Yuma office
- ✓ The ability to maximize the efficiency of the office, take direction and follow through while providing valuable input
- ✓ A self-motivated employee that is capable of demonstrating the ability to both work independently and collaborate with other team members
- ✓ A person who demonstrates a strong background and understanding of case management procedures and practices
- ✓ Excellent communication skills and the ability to be attentive while dealing with the public and providing great customer service in-person or over the phone

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## **QUALIFICATIONS**

To qualify at the CL 25, candidates must be a high school graduate (or equivalent) and must have at least one year of specialized experience equivalent to work at the CL 24. To qualify at the CL 26, candidate must have a minimum of one year of specialized experience equivalent to work at the CL 25.

Specialized experience is 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 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.

Incumbent must possess an in-depth knowledge of the disposition of bankruptcy cases, federal and local rules, legal terminology and legal documents. Candidates should possess knowledge of courtroom proceedings and applicable requirements (including time requirements) along with the implications of judge's orders and decisions.

## **BENEFITS**

Federal employees are entitled to standard federal benefits such as paid vacation and sick leave, medical insurance, life insurance, retirement, dental, vision and retirement benefits. Employees are also eligible for disability insurance, long-term care insurance, and a tax-deferred savings plan.

## **APPLICANT INFORMATION**

Applications will be screened for qualifications and the best qualified applicants will be invited for a personal interview. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. Employees of the United States Bankruptcy Court are "at-will" employees and are not covered by the Office of Personnel Management's civil service classifications or regulations. This position is required to complete a background investigation or investigation. Appointment is provisional and retention is contingent upon a favorable suitability determination of the background check and investigation. This position is subject to mandatory electronic fund transfer (direct deposit) participation for net pay. The U.S. Bankruptcy Court reserves the right to amend or withdraw any announcement without written notice to applicants. Applicants must be a United States citizen or eligible to work in the United States. The United States Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS), mandates that all federal government agencies in the continental U.S. comply with the Immigration Reform and Control Act of 1986 (IRCA) which states that federal government agencies must hire only U.S. citizens and aliens who are authorized to work in the United States.

\*All promotions are based on successful performance and subject to approval by the Administrative Office of the U.S. Courts.

## **HOW TO APPLY**

Qualified applicants are invited to submit a **cover letter** detailing relevant experience and how they meet the desired qualifications for the position and a **resume** via email to: [HR-17-06@azb.uscourts.gov](mailto:HR-17-06@azb.uscourts.gov).

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