



**United States Bankruptcy Court  
for the District of Arizona**  
230 N. First Avenue, Suite 101  
Phoenix, Arizona 85003  
(602) 682-4000

**Vacancy Announcement – #22-01  
Courtroom Deputy - Phoenix**

**Position:** Courtroom Deputy I or II

**Location:** Phoenix Office

**Position Type:** Full-Time Permanent

**Salary Range:** \$48,764 - \$79,250\* (CL 26 Step 1- 61)  
\$53,569 - \$87,082\* (CL 27 Step 1- 61)  
\*Depending on qualifications and experience

**Opening Date:** Monday, December 27, 2021

**Closing Date:** Open until filled. Applications received by January 14, 2022, will be given priority consideration.

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**Introduction:**

The Courtroom Deputy is located in the Clerk's Office of the U.S. Bankruptcy Court for the District of Arizona. The position will be primarily assigned to the courtroom for the Honorable Eddward P. Ballinger. The courtroom deputy is part of the courtroom deputy team and reports to the Chief Deputy Clerk. The incumbent performs general or specialized courtroom functions such as: calendaring, managing the judge's caseload, preparing detailed minute entries, attending court proceedings, and processing orders. As needed, the courtroom deputy may be required to serve as backup ECRO performing duties such as: recording proceedings, assist with ordering transcripts, and limited docketing. This position requires a high level of knowledge and the capability to manage complex courtroom operations.

**Representative Duties and Responsibilities Include:**

- Set court hearings and send notices through ECF. Record court proceedings. Manage and organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems. Attend court sessions, confirm presence of all necessary participants, and managing exhibits. Take notes contemporaneously of proceedings and draft minute entries and orders to file electronically.
- Review cases or ECF reports for necessary actions.
- Keep judge and immediate staff informed of case progression. Act as liaison between the Clerk's Office, the bar, the public, and the judge to ensure cases are smoothly and efficiently scheduled for hearing.
- Docket orders, pleadings, judgments, and minutes as directed by local court policies.

- Coordinate hearings. Assist in providing accurate statistical reports on court hearing times.
- Review the quality of electronically filed documents, ensuring that all orders, hearing notices, and other automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings.
- Ability to adapt to new and emerging courtroom technologies as needed.
- Other duties and responsibilities as assigned.

**Qualifications:**

To qualify for placement at the CL 26, a person must be a high school graduate or equivalent with a minimum of two years of general experience and one year of specialized experience. The incumbent must have two years of specialized experience for placement at the CL 27.

General experience is progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position. Education above the high school level may be substituted for general experience.

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. Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

**Preferred Skills:**

- Experience in the courtroom as either a courtroom deputy, backup courtroom deputy or Electronic Court Recorder Operator.
- Thorough knowledge of vCal and ECF is preferred.
- Must possess knowledge of federal and local rules, legal terminology, and legal documents.
- Knowledge of courtroom proceedings and applicable requirements (including time requirements).
- Knowledge of implications of judge’s orders and decisions.
- Ability to record court proceedings electronically.
- Ability to adapt and learn new communication technologies.
- Skill in the presentation of bankruptcy matters to judges, court managers, the bar, members of the public, other court agencies, and staff.
- Ability to work independently and to collaborate effectively with the other members of the courtroom services teams and operation staff.
- Must be willing to adjust work hours to meet court schedules.
- Must be cordial, responsive, and helpful.

**Benefits:**

Federal employees are entitled to standard federal benefits such as paid vacation and sick leave, medical insurance, life insurance, 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 to participate in a virtual interview via video conference (Zoom, Teams, etc.) or a personal

interview. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. Position will work a mix of telework and on-site.

Applicant must be a United States citizen or eligible to work in the United States. This position is subject to mandatory electronic fund transfer (direct deposit) participation for net pay. The court reserves the right to modify, withdraw or fill the position which may happen without prior notice.

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

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. The selected candidate will be subject to an FBI fingerprint check as a condition of employment and may be subject to periodic updates.

**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:

[azbrecruitment@azb.uscourts.gov](mailto:azbrecruitment@azb.uscourts.gov)

The U.S Bankruptcy Court, District of Arizona is an Equal Opportunity Employer.