



## United States Bankruptcy Court District of Arizona

230 N 1<sup>st</sup> Ave  
Phoenix, Arizona 85003  
(602) 682-4000

### Vacancy Announcement Announcement #23-02

**Position:** Electronic Court Recorder Operator/Case Administrator

**Location:** Phoenix, AZ

**Position Type:** Full-Time Permanent

**Salary Range:** \$47,619 - \$77,420 (CL 25, Step 1-61) \*  
\*Depending on qualifications and experience, education, and salary history

**Opening Date:** Wednesday, March 15, 2023

**Closing Date:** Wednesday, April 12, 2023  
\*If you applied for previous recruitment, you do not need to re-apply.

---

#### **Introduction:**

The U.S. Bankruptcy Court for the District of Arizona is seeking an Electronic Court Recorder Operator/Case Administrator (ECRO/CA) in Phoenix, Arizona. This position works as part of the case administrator team and will report to the Operations Supervisor.

#### **Representative Duties:**

The ECRO/CA makes a verbatim recording of court proceedings on a computer-based digital recording system, taking detailed log notes of court participants and court proceedings using an automated program. They receive and process requests for hearing duplications onto CD and process order requests for transcript production. They manage and maintain courtroom recording and sound equipment by monitoring operations of said equipment. The ECRO/CA manages and maintains bankruptcy cases and related adversary proceedings from case opening to final disposition, in accordance with court procedures and rules. Additionally, they assist with providing excellent customer service to the public both in the courtroom and on the phone as an operator. As needed, the ECRO/CA may perform some cashiering duties.

#### **Qualifications:**

The successful applicant must be a high school graduate or equivalent; have two years of general experience **and** one year of specialized experience, including at least one year equivalent to work at the next lower level (CL 24). General experience is progressively responsible for clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the positions duties.

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.



**Preferred Qualifications:**

- A bachelor's degree is preferred
- Previous legal or bankruptcy experience and familiarity with legal terminology is preferred
- Excellent oral and written communication skills with an attentiveness to detail
- Skill in the use of automated equipment, including recording equipment and applications, and word processing applications
- Ability to work effectively as part of a team, providing assistance to co-workers and demonstrating a willingness to complete a wide variety of tasks as needed
- Bilingual in Spanish is a plus but not required

**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 an 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. Applicant must be a United States citizen or eligible to work in the United States. 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 considered a high-sensitive position. As a condition of employment, the successful candidate is required to undergo a background check and 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.

\*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, a resume, and the AO- 78 Application for Judicial Branch Employment via email to: [azbrecruitment@azb.uscourts.gov](mailto:azbrecruitment@azb.uscourts.gov)

**The United States Bankruptcy Court District of Arizona is an Equal Opportunity Employer.**