

UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF LOUISIANA



NOTICE OF VACANCY

*The United States Bankruptcy Court for the Middle District of Louisiana is accepting applications for the position of **Case Administrator/ Courtroom Deputy**.*

ANNOUNCEMENT NUMBER: 23-2

LOCATION OF POSITION: Baton Rouge, Louisiana

POSITION TITLE: Case Administrator/ Courtroom Deputy
Full-Time Position, Excepted Service

CLASSIFICATION LEVEL: Court Personnel System, Classification Level 25-26

SALARY RANGE: \$45,682-\$81,771, depending on experience

OPENING DATE: Friday, March 24, 2023

CLOSING DATE: Until Filled

STARTING DATE: TBD

- Starting salary commensurate with experience, qualifications, and salary history.

POSITION OVERVIEW:

The United States Bankruptcy Court for the Middle District of Louisiana is seeking qualified applicants for the full-time position of Case Administrator/Courtroom Deputy. This position performs a variety of functions to support the Court and serve the bar and the public. The Case Administrator/Courtroom Deputy will be responsible for the intake and case management of proceedings for all bankruptcy cases assigned, as well as the information technology of CM/ECF. The Case Administrator/Courtroom Deputy will be responsible for the case management of and courtroom proceedings for all bankruptcy cases assigned to him/her. This position is located in Clerk's Office and reports directly to the Chief Deputy Clerk.

REPRESENTATIVE DUTIES:

- Receive documents from the public, including pro se debtors, and file those documents into the record of the case and/or assist the public in the use of computerized databases.
- Answer and route incoming calls. Inform customers of required fees, receive payments, and issue receipts. Secure funds, balance cash drawer at the end of the day, and process credit card payments for filed documents.
- Scan and convert all paper documents filed to a PDF format. Schedule and notice hearing dates.
- Review all electronic filings made by outside users for quality control to ensure that correct documents are filed, required filing fees paid, correct docket entries are used, and take other appropriate corrective action as needed.
- Efficiently manage bankruptcy cases and related adversary proceedings from opening to closing, including chapter conversions. Review, identify, and research the accuracy, timeliness, and quality of data entered into the case record. Make corrections to the case record to comply with local and national procedures. Ensure that all case files and related information are accessible.
- Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems.
- Manage and organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems. Attend court sessions and assist with the orderly flow of proceedings; including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Take notes of proceedings, rulings, notices, and prepare minute entries electronically.
- Schedule interpreters; process transcripts; arrange for transcriptions; answer questions from parties and the public regarding obtaining transcripts.
- Assist in the accurate statistical reporting requirements of the Administrative Office.
- Assist attorneys and the public by telephone and in-person providing information regarding case status, archive information, and CM/ECF instruction.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS:

- Must be detail-oriented, self-motivated, professional and organized.
- High school diploma or equivalent;
- The candidate must have at least two years of specialized experience, equivalent to a CL-25, involving legal terminology and demonstrated ability to apply a body of rules, regulations, directives, or laws.
 - Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of procedures demonstrating the ability to apply a body of rules, regulations, directives, or laws. 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.

- Knowledge of the Bankruptcy Code and Federal Rules of Bankruptcy Procedure, the Middle District of Louisiana Local Rules.
- The candidate must possess the ability to communicate information accurately, professionally, and in a timely manner to individuals within and outside the court unit.
- The Case Administrator/Courtroom Deputy must have a positive attitude and be service oriented. The candidate must be a self-starter and extremely detail-oriented and possess extraordinary organizational and oral and written communication skills. The candidate must be able to interact effectively with judges, attorneys, trustees, and court personnel.
- The candidate must be able to work calmly under pressure, handle multiple tasks simultaneously, and adapt easily to change.
- The candidate must be proficient in Microsoft Word and Adobe Acrobat and able to work in additional Windows-based applications including courtroom controlled audio, video and recording systems.
- A judicial employee must maintain a professional appearance and demeanor at all times.

PREFERRED SKILLS AND EXPERIENCE:

- Strong knowledge of court automation systems, preferably experience with the Chambers Automation Program (CHAP), For the Record (FTR), Case Management Assist (CMA) and Case Management Electronic Case Files (CM/ECF).
- Bachelor's degree from an accredited four-year college or university.

BENEFITS:

Judicial Branch employees are considered "at will" employees and are not subject to the employment regulations of competitive service. However, Judiciary employees are entitled to benefits similar to those of other government employees including: paid annual and sick leave, eleven paid holidays per year, health insurance, life insurance, dental and vision insurance, Flexible Benefits Program, Long Term Disability Insurance, Thrift Savings Plan, participation in the Federal Employees' Retirement System, paid on-site assigned parking, and a professional work environment.

CONDITION OF EMPLOYMENT:

Applicants must be U.S. citizens eligible to work in the United States. A background investigation including fingerprint and criminal record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Retention depends on a favorable suitability determination. Work may be performed in an office setting or from an off-site remote duty station. Some travel may be required. Professional/business casual attire is required. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

APPLICATION PROCEDURES:

Qualified candidates should submit a complete applicant's packet as one pdf document which includes:

- Letter of interest (cover letter)
- Current, detailed resume
- Completed AO-078 Federal Judicial Branch Application For Employment which can be found at <http://www.uscourts.gov/forms/AO078.pdf>
- Professional references with contact information.

Applications will not be considered complete until all items listed above have been received.

Please submit completed applications via e-mail to:

humanresources@lamb.uscourts.gov

Or to:

Chief Deputy Clerk
United States Bankruptcy Court, Middle District of Louisiana
707 Florida Street, Room 119
Baton Rouge, Louisiana 70801

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER