

VACANCY ANNOUNCEMENT – 04-1

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF ALABAMA

POSITION: COURTROOM DEPUTY

LOCATION: MOBILE, ALABAMA

CLASSIFICATION LEVEL: CL 26 Step 1 (\$34,962) to CL 27 Step 61 (\$62,449)
Depending upon experience and qualifications.

APPLICATION DEADLINE: October 18, 2004

POSITION OVERVIEW: This position is located in the Clerk's Office. The incumbent manages the judge's caseload and provides courtroom and other assistance through management of court calendars, attending court proceedings, and recording pertinent results for minutes.

REPRESENTATIVE DUTIES:

- Manages judge's cases by: calendaring and regulating their movement; monitoring filing of pertinent documents and timely responses to judicial orders; and setting dates and times for hearings, trials, and conferences. Keeps judge and immediate staff informed of case progress.
- Communicates with attorneys and parties before the court and acts as liaison with the Clerk's Office and the judge to ensure that cases proceed smoothly and efficiently. Serves as a primary source of information on scheduling conferences, hearings, trials, and other case processes.
- Reviews information relating to pending cases including case management, motions, deadlines, hearings, and trial dates to ensure that all records and reference material are available for use by the judge and counsel.
- Attends court sessions and conferences. Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Takes notes of proceedings and rulings and prepares minute entries.
- Performs other duties as assigned or required to ensure the smooth and efficient operation of the Court.

MANDATORY QUALIFICATION REQUIREMENTS:

General Experience: A minimum of two years of progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire the particular knowledge and skills needed to perform the duties of a courtroom deputy clerk. (Education above the high school level may be substituted for required general experience on the basis of one academic year, e.g., 30 semester or 45 quarter hours, equals nine months of experience.)

Specialized Experience: A minimum of three years of progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routing use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directive, or laws.

Other Requirements: Thorough knowledge and understanding of the policies and procedures of the court. Knowledge or experience of how other processes in the Clerk's Office relate to the courtroom deputy position. Skill in working with judges, counsel, and others in scheduling events and managing courtroom logistics. Ability to write clearly, take notes, and summarize material for memos, correspondence, minute entries, and judgments, sometimes in a distracting courtroom setting. Ability to communicate information accurately and in a timely manner. Ability to meet deadlines and keep confidences. Attention to detail required. Analytical ability. Knowledge of an skill in the use of applicable automated systems.

BENEFITS:

This position is covered by the Court Personnel System. Benefits include:

- 10 paid holidays per year
- Paid annual leave in the amount of 18 days for the first three years
- 20 days per year annual leave after the first three years and 26 days annual leave per year after 15 years of service
- Sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in the Thrift Savings Plan
- Optional participation in the Federal Employee Health Benefits, Life Insurance, Flexible Benefit Plan
- Optional long-term care insurance and disability plans
- Credit for prior government service

CONDITIONS OF EMPLOYMENT:

- Employee must be a U.S. citizen or be eligible to work in the United States.
- Final candidates will be required to undergo a background investigation.
- This is an Excepted Service Appointment which means that employees are "at will" and can be terminated at any time with or without cause.

- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.
- Employment is subject to a Probationary Period of six (6) months.

APPLICATION PROCESS:

Applicants must submit a completed Application for Employment, United States Bankruptcy Court, Southern District of Alabama to the following email address:

geraldine_lester@alsb.uscourts.gov

Alternatively, if email is not available, applicants may submit the completed application form to the following address:

Clerk, U.S. Bankruptcy Court
Southern District of Alabama
201 St. Louis St.
Mobile, AL 36602

The Application for Employment is available on the court's website, www.alsb.uscourts.gov, or a copy of this application may be picked up at the court.

Applicants selected for interviews will be notified promptly after the Application Deadline noted above.

**APPLICATION FOR EMPLOYMENT
UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF ALABAMA**

Name (Last, First, Middle Initial) Phone Number Social Security Number

Present Address (Street, City, State, Zip)

EDUCATION

Do you have a high school diploma or GED equivalent? Yes ___ No ___ Date _____

College/University	Dates Attended	Degree	Date Received

Please list any other schools or training such as trade, vocational, Armed Forces, or business school attended.

Please complete the Work Experience form on the following pages.

WORK EXPERIENCE

Include experience while in military service.

(Start with your present position and work back 10 years. Use additional page if necessary.)

A

Dates of Employment (<i>month, day, year</i>) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position	
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Grade/Step (<i>If in federal Service</i>)	Place of Employment City _____ State _____	Kind of Business or Organization
Name and Address of Employer (<i>firm, organization, etc.</i>)			Name and Title of Immediate Supervisor	
Business Telephone: (<i>Area Code and Phone Number</i>)			Number of Employees Supervised	
Reason for Leaving				
Description of Work				

B

Dates of Employment (<i>month, day, year</i>) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position	
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Grade/Step (<i>If in federal Service</i>)	Place of Employment City _____ State _____	Kind of Business or Organization
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Business Telephone: (<i>Area Code and Phone Number</i>)			Number of Employees Supervised	
Reason for Leaving				
Description of Work				

REMARKS: (*Use this space for continuation of answers. List the number of items being continued.*)

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE

DATE SIGNED

WORK EXPERIENCE CONTINUATION SHEET - AO 78

C

Dates of Employment (<i>month, day, year</i>) From: _____ To: _____		Number of hours worked per week: _____	Exact Title of Your Position	
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Grade/Step (<i>If in federal Service</i>)	Place of Employment City _____ State _____	Kind of Business or Organization
Name and Address of Employer (<i>firm, organization, etc.</i>)			Name and Title of Immediate Supervisor	
Business Telephone: (<i>Area Code and Phone Number</i>)			Number of Employees Supervised	
Reason for Leaving				
Description of Work				

D

Dates of Employment (<i>month, day, year</i>) From: _____ To: _____		Number of hours worked per week: _____	Exact Title of Your Position	
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Grade/Step (<i>If in federal Service</i>)	Place of Employment City _____ State _____	Kind of Business or Organization
Name and Address of Employer (<i>firm, organization, etc.</i>)			Name and Title of Immediate Supervisor	
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