



United States Bankruptcy Court District of Minnesota

Vacancy Announcement #2025-02

- Position:** Courtroom Deputy for U.S. Bankruptcy Judge
- Salary:** CL 26 (\$58,696 - \$95,374) to CL-27 (\$64,467 - \$104,821) Based on qualifications
- Location:** St. Paul, Minnesota – Permanent duty station will be the U.S. Courthouse in St. Paul. Training will take place in the U.S. Courthouse in Minneapolis. The training period is expected to last approximately three months. After successfully completing the training period, a hybrid (on-site/telework) schedule will be available.
- Hours:** 8:00 am to 4:30 pm, Monday through Friday
- Closing date:** Open until filled; preference will be given to applications received on or before 4 p.m. CT on Friday, April 4, 2025.

First round interviews will tentatively be scheduled on April 14-15, 2025. Second round interviews will tentatively be held April 28-May 2, 2025. The anticipated start date for this position is June 2 or June 16, 2025.

The United States Bankruptcy Court for the District of Minnesota is accepting applications for a full-time courtroom deputy.

Position Overview:

The U.S. Bankruptcy Court for the District of Minnesota is seeking a Courtroom Deputy for a U.S. Bankruptcy Judge who will be chambered in St. Paul, Minnesota. The courtroom deputy manages the judge's court calendar and adversary proceeding (lawsuits within bankruptcy cases) caseload. Representative duties include scheduling evidentiary and other hearings, pretrial matters and trials, and overall management of the judge's caseload. The courtroom deputy acts as liaison to the judge, the judge's staff, the clerk's office, the bar, and the public, to ensure efficient case processing. This position entails a high level of knowledge and complexity regarding bankruptcy court and courtroom operations.

This position is one of three courtroom deputies in the Minnesota Bankruptcy Clerk's Office. The position will generally support the work of one judge, with cross-training to assist all judges in the district. The position requires the ability to work independently and collaboratively to support the team of courtroom deputies.

This position requires flexibility to occasionally work after-hours to provide courtroom support and meet chambers' needs. The position may include occasional overnight travel within the District of Minnesota for court-related proceedings.

This position reports to the chief deputy clerk of court, as well as the judge.

Representative Duties:

- Manage the judge's(s') caseload by scheduling hearings, trials, and adversary proceedings. Monitor deadlines and ensure timely responses to judicial orders.
- Assist the judge(s) in maximizing efficient use of court time by gauging the appropriate amount of time to be allotted for proceedings and scheduling matters accordingly.
- Provide the judge(s) with status reports concerning upcoming calendars, including matters stricken, settled, or continued.
- Coordinate hearings and attend court sessions. Call the calendar, note appearances, and assist with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, managing exhibits, troubleshooting courtroom recording software, including CourtSpeak, and FTR.
- Manage participants in telephonic and video hearings. Remind parties of etiquette and rules of decorum such as muting microphones when not speaking, not speaking over other parties, and speaking slowly and clearly to ensure an accurate record of the proceeding. Ensure each participant's name displays correctly on the video display when applicable. Monitor hearing participants throughout proceedings and provide guidance when courtroom decorum is not being adhered to.
- Take notes of proceedings and rulings. Prepare and file minutes. Swear in witnesses and interpreters, as well as other parties appearing before the court. Record court proceedings using digital audio equipment.
- Manage all pleadings in adversary proceedings. Monitor the progress of pending adversary proceedings, including assessing whether service has been effectuated or a response to the complaint has been filed.
- Manage the judge's Chapter 13 calendar to include preparations for Confirmation Hearings, requests for continuance, completing case status updates, updating public calendar entries, docketing case outcomes, and communicating with external stakeholders.
- Enter documents, events, and make summary entries in the CM/ECF case management system in accordance with court policies and procedures.
- Review the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and all necessary actions are completed in a timely manner.
- Track appeals of Minnesota Bankruptcy cases to the USDC, BAP, and 8th Circuit. Provide judge(s) and chambers with notice of appellate filings and case status updates.
- Prepare correspondence and distribute documents, notices, judgments, and orders. Respond to inquiries from the public, bar, and the court. Answer inquiries on case status, ensuring confidentiality of sensitive information.
- Keep judge(s) and chambers staff informed of case progress or proceedings.

- Act as liaison between the clerk's office, the bar, the public, and the judge to ensure that cases proceed smoothly and efficiently. Maintain contact with parties throughout proceedings.
- Prepare accurate statistical reports for submission to the Administrative Office, including, but not limited to, B102 report tracking.
- Provide guidance and assistance to colleagues performing case administration duties.
- May serve as a project manager on special initiatives related to court operations, process improvements, or technology initiatives.
- Serve as a backup to other courtroom deputies to cover planned and unplanned absences.
- Perform other related duties, as assigned.

Minimum Qualifications:

To qualify for the position of courtroom deputy at CL 26, candidates must have a minimum of three years of office experience (2 years general, 1 year specialized); to qualify for CL 27, candidates must have four years of office experience (2 years general, 2 years specialized). Candidates must be available for occasional overnight travel within the District of Minnesota.

Required General Experience:

Progressively responsible clerical, office, or other work which indicates the possession of or ability to acquire the knowledge and skills needed to perform the duties of the position.

Demonstrated experience in word processing, web-based environments, and data entry are required.

Candidates must be extremely well-organized, detail-oriented, highly motivated, dependable, and able to multitask in a time-sensitive and fast-paced environment.

Good judgment, sound ethics, the ability to apply concepts to determine what action needs to be taken, excellent oral and written communication skills, and good proofreading skills are essential. Demonstrated ability to work independently and multi-task.

Specialized Experience:

Progressively responsible clerical or administrative experience requiring the regular use of technology for word processing, data entry or report generation, a command of specialized terminology, and a demonstrated ability to understand and apply a body of rules, regulations, or laws. Such experience is commonly encountered in law firms, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Preferred Skills and Experience:

Preferred candidates should have a minimum of two years post-high school education. A college degree or paralegal certificate is preferred.

Familiarity with electronic case filing, especially the CM/ECF (Case Management/ Electronic Case Filing) system, is desirable.

Previous experience supporting a judicial officer is a plus.

Additional Requirements:

Applicants must be citizens of the United States or be authorized to work in the United States. Please note the citizenship requirements at:

<https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>

This position is subject to an FBI fingerprint check.

The United States Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

Incumbents are hired subject to a probationary period of no less than six months. All court employees are “at will” employees, and therefore, may be removed from their positions at any time.

Federal Employee Benefits:

- Paid vacation and paid sick leave
- Optional participation in choice of health plans, dental and vision insurance programs, group life insurance program, long term care insurance, and optional participation in a pre-tax flexible spending account plan for commuter reimbursement, and dependent care and medical expenses not covered by health insurance
- Participation in the Federal Employee Retirement System (FERS)
- Optional participation in the Thrift Savings Plan with matching contributions (similar to 401K)
- Public transit subsidy as the budget permits
- 11 paid holidays per year
- Options for telework

This position is subject to mandatory EFT (Electronic Funds Transfer) participation for payment of net pay.

Application Procedure:

Qualified applicants should email a writing sample in the form of a cover letter outlining interest in the position and relevant experience, resume, and copy of transcript (unofficial copy will be accepted) **in a single PDF document** to: mnb_applications@mnb.uscourts.gov. Please refer to **ANNOUNCEMENT #2025-02** in the email transmittal.

Applications are held in strict confidence and will remain under consideration until the position is filled.

Only the most qualified applicants will be contacted for personal interviews. **No telephone calls please.**

Applicants to be interviewed will be asked to provide a completed Application for Judicial Branch Federal Employment (Form AO 78) and a list of references. Finalists for the position must be prepared to provide at least 3 references, one of whom was a direct supervisor or manager within the last 3 years. Candidates will not be asked about their criminal history before receiving a tentative offer of employment. **Candidates completing the AO-78 are not required to complete questions 18-20 regarding criminal history.** Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire.

The U.S. Bankruptcy Court is not authorized to reimburse candidates for interview or relocation expenses.

The court provides reasonable accommodations to applicants with disabilities.

The U.S. Bankruptcy Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, to fill the position sooner than the closing date indicates, or to fill more than one position, without any prior written or other notice. Applications will be held for up to six (6) months and may be considered for any additional openings.

Please visit the employment (<http://www.mnb.uscourts.gov/employment>) section of our website for other requirements and benefits information.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER.