

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEVADA**

Office of the Clerk
300 Las Vegas Blvd. South
Las Vegas, Nevada 89101

EMPLOYMENT OPPORTUNITY

Position Title: RELIEF COURTROOM DEPUTY

Full time Excepted Service

Announcement Number 07-06-09NVB

Date of Announcement: September 12, 2007

Closing Date of Applications: September 28, 2007

Starting Salary Range: \$38,508 - \$52, 912 (CL 26/27)DOE

This position has promotion potential to CL- 27

Introduction:

This Relief Courtroom Deputy position will be located in the U.S. Bankruptcy Court clerk's office in Las Vegas, Nevada. This position will be responsible for a broad range duties including managing the calendar of the judicial officer to whom the incumbent is providing relief, preparing virtual minute entries of hearings and trials, minute orders, judgments, and fine assessments.

Summary of Representative Duties

Reviews orders submitted by attorneys to ensure compliance with court directives at hearings and trials. Processes electronically filed orders and orders filed over-the-counter. Makes appropriate entries into the court's calendaring program and the court's docket to continue hearings, as needed.

Attends court sessions and conferences, conducts pre-trial conferences, swears in witnesses, marks and receives exhibits, empanels the jurors, and conducts telephone conference calls on the record.

Acts as a source of information to attorneys on special procedures of the Judge, answers procedural questions, and assists with compliance.

Prepares courtrooms for hearings, tests and operates evidence display, and video conference equipment, and maintains the Judge's courtroom court scheduling record.

Assists with the preparation of monthly statistical reports.

Assists with case management for assigned Judge by preparing and completing reports, monitoring filing of pertinent documents and timeliness of responses to judicial orders; and setting dates and times for hearings and conferences. Keeps Judge, immediate staff, and courtroom deputy supervisor informed of case progress and approaching deadlines. Assists Courtroom Services Supervisor with preparing routine notices.

Confers with attorneys, acts as a liaison between the Judges and counsel.

Submits requests to jury office for jurors for a trial.

Ensures court reporter or ECR services are provided as necessary. Serves as relief ECR when needed.

Prepares, and distributes add-on court calendar items, and distributes court docket (calendar). Assists with the preparation of courtroom calendars and assists the public with calendar related questions and requests.

Reviews and processes all paperwork relating to calendered matters.

Maintains the exhibits and exhibit storage room.

Performs other duties as assigned.

Mandatory Qualifications:

To be classified at a CL 26, the successful candidate must have a minimum of three years specialized experience, including at least one year equivalent to work at the CL-25. To be classified at a CL-27, the successful candidate must have a minimum of three years specialized experience, including at least one year equivalent to work at the CL-26.

Specialized Experience: Progressively responsible administrative, technical or professional experience that is closely related to the functional duties of the open position and which has involved the routine use of computer keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. (Specialized experience most applicable will have been obtained in a court or related legal field.)

Preferred Qualifications:

Knowledge of the Bankruptcy Code and Rules, the Local Rules, as well as guidelines set by the court unit, including individual preferences of the Judges.

Good knowledge or experience in clerk's office procedures.

Must have skill in communicating and working with Judges, counsel, and others in scheduling events and managing courtroom logistics.

Ability to maintain confidentiality of information and maintain trust of judicial officers.

Ability to take notes and summarize material for minutes/judgments.

Detail oriented and good knowledge of language usage, grammar, and spelling.

Ability to meet strict time demands and work well under pressure.

Excellent interpersonal skills.

Excellent oral and written communication skills and professional demeanor.

Possess an understanding of the operational processes in a court environment.

Information for Applicants:

Employees of the United States Bankruptcy Court are EXCEPTED SERVICE appointments. Excepted Service appointments and Temporary NTE (not to exceed a specific date) appointments are "AT WILL" judicial employees, and as such, can be terminated with or without cause by the Court. Federal Government Civil Service classifications or regulations do not apply to U.S. Bankruptcy Court employees.

The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

ALL applicant information is subject to verification.

The final candidate will be subject to a background investigation with law enforcement agencies, including fingerprint checks.

Travel expenses for interview or relocation expenses will not be paid.

All new employees of the U.S. Courts must identify a financial institution for direct deposit of pay before appointment.

How to apply: To be assured consideration, please submit a cover letter (include job announcement number), resume and completed application (located on the website) to the address below by the close of business September 28, 2007. **Incomplete submissions will not be considered.**

**Human Resources
UNITED STATES BANKRUPTCY COURT
300 Las Vegas Blvd. South, Fourth Floor
Las Vegas, Nevada 89101**

Application Deadline: September 28, 2007

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The U.S. Bankruptcy Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein.

*****AN EQUAL OPPORTUNITY EMPLOYER*****