

**United States Bankruptcy Court
Northern District of Illinois, Eastern Division
Vacancy Announcement**



Position: Relief Courtroom Deputy
Location: Chicago, Illinois
Salary: CL 26 \$47,323 - \$76,902
(Commensurate with Qualifications)

Posting Date: March 25, 2016

Closing Date: April 13, 2016

Posting Number: 16-03

Position Overview: This full-time position is located in the Courtroom Services Department. The incumbent provides assistance and coverage for the Courtroom Deputy by performing various duties which include managing the Judge's caseload, calendaring, attending and logging court proceedings, processing orders and recording proceedings. Performs other duties as related to courtroom administration and maintenance of the Judge's calendar. Acts as a liaison with attorneys, trustees and debtors; provides information on hearings and status of cases.

About the Court: The United States Bankruptcy Court for the Northern District of Illinois is located in Chicago, Illinois, with a divisional office in Rockford, Illinois. The Court has ten judges in Chicago and one judge in Rockford. The Court is one of the busiest bankruptcy courts in the United States with over 47,000 cases filed in 2015.

Minimum Qualifications: Candidate must have a high school diploma or equivalent. Candidates must have two (2) years of specialized experience including one (1) year of equivalent work at the CL 25 level. Specialized Experience is defined as progressively responsible clerical 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 legal terminology and automated software and equipment for word processing, data entry, or report generation. Applicants may need to occasionally work after hours, in addition to regular hours, without additional compensation.

Preferred Qualifications: Ability to communicate effectively (orally and in writing) to judges, trustees, attorneys, the public, and chambers and clerk's office staff. Ability to maintain a professional demeanor with the public and members of the Bar. General knowledge of federal and local bankruptcy rules. Knowledge of legal terminology and legal documents. Skill in the use of automated equipment including word processing applications, requisite court computer programs and automated case management systems. Ability to handle a variety of projects and/or assignments at one time. Ability to adapt to change and work under pressure. Strong organizational skills. Experience in listening to and interpreting information, note taking, and producing professional grammatically correct written summaries. Ability to work with limited supervision. A bachelor's degree from an accredited

college or university and experience in bankruptcy or a closely related field are preferred.

Notice to Applicants: The Court requires employees to adhere to the Code of Conduct for Judicial Employees which is available at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>. Direct deposit is required for employee salary compensation. Applicants must be United States citizens or eligible to work in the United States. The Court is a smoke free environment.

How to Apply: In order to be considered for this position, go to <https://tdi.ilnb.uscourts.gov/wwwroot/Employment/appform.cfm?ref=ba21c8dc&pos=16-03>

and complete all questions and attach **in PDF format** your cover letter and resume.

Incomplete application materials will not be accepted. No facsimiles will be accepted.

Only applicants who are selected for interviews will be contacted by the Court. Applicants selected for interviews must travel at their own expense or be interviewed via telephone and/or video conference.

The United States Bankruptcy Court reserves the right to amend the conditions of this job vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.

The United States Bankruptcy Court is an Equal Opportunity Employer.