

**UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF OKLAHOMA**



**Vacancy Announcement #FY 24-01**

**Position:** Case Administrator/Courtroom Deputy I/II (Full-time)  
**Location:** Tulsa, Oklahoma  
**Salary Range:** CL 25, Step 1 – 61 (\$47,966 – \$77,966-depending on qualifications)  
CL 26, Step 1 – 61 (\$52,831 - \$85,844 -depending on qualifications)  
*Appointment at CL 25 has future promotion potential to CL 26 without further advertisement.*  
**Opening Date:** April 10, 2024  
**Closing Date:** May 15, 2024  
**Report Date:** To be determined.

**Position Overview**

The United States Bankruptcy Court for the Northern District of Oklahoma seeks applications from qualified candidates for the position of Case Administrator/Courtroom Deputy I/II. Case Administrators perform various functions, such as maintaining and processing case information, managing the progression of cases from opening to final disposition, perform docketing, noticing, maintaining official case records. They monitor and perform required procedural steps, prepare case documents for appeal, review filed documents to determine conformity, and take appropriate action, ensuring that all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings. Courtroom Deputies perform specialized courtroom functions such as electronic court recording, calendaring, taking notes in court proceedings and providing general courtroom assistance. Additional duties include managing the judge's caseload, attending, and logging court proceedings, processing orders, and preparing minute entries. This job entails a high level of knowledge regarding courtroom operations.

**About the Court**

The Court is comprised of one full-time Bankruptcy Judge and chambers staff, eight Clerk's Office staff and one part-time shared employee. The Court is located in downtown Tulsa and has no divisional offices.

**Representative Duties**

- Docket, notice, maintain official case records and review cases and reports for necessary actions.
- Review, identify, and research the accuracy, timeliness, and quality of the data entered into the case record.
- Monitor the completion of required procedural steps; perform noticing duties as needed; prepare case documents for appeal; and take appropriate action as needed.
- Provide customer service to the public and the bar regarding Court procedures and case status. Answer questions from parties and the public regarding obtaining transcripts.
- Inform customers of required Court fees, receive payments and issue receipts.
- Has responsibility for the accurate and appropriate verbatim recording of Court proceedings

in the courtroom through the use and operation of electronic sound recording equipment.

- Manage judge's caseload, docketing, calendaring, monitoring deadlines, monitoring the filing of pertinent documents, and the timely responses to judicial orders.
- Serve as the primary source of information on scheduling conferences, hearings, and trials.
- Prepare and post calendars, manage and organize exhibits, set up the courtroom, assure presence of all necessary participants (including those appearing by phone or video connection), take digital notes of proceedings, and manage other duties as they arise in court.
- Keep judge and chambers staff informed of case progress. 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 counsel throughout resolution of matters.
- Submit transcript requests on behalf of judge.
- Draft orders and judgments for the judge's approval.
- Reviews and updates chambers written policies and procedures at least annually.
- As it relates to sealed documents, ensures that NO sealed document is accessible or distributed to users not authorized to have access.
- Work on special projects and perform other duties as assigned.

### **Qualifications Requirements**

To be qualified for appointment to the position of Case Administrator/Courtroom Deputy I/II, candidates must meet the following standards:

- High school diploma or equivalent, two years of general experience and a minimum of one year of specialized experience.
- Education above the high school level may be substituted for required general experience.
- At least one year of specialized experience. Specialized experience is defined as progressively responsible clerical/administrative experience requiring the regular and recurring application of procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws that involve the routine use of specialized terminology. This experience is commonly found in law firms, banking/credit firms, educational institutions, insurance companies, corporate headquarters, or human resources/payroll operations.
- Excellent oral and written communication skills.

**General Experience** is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the job duties.

**Specialized experience** involves the use of automation skills, specialized terminology, and a demonstrated ability to apply a body of rules, regulations, directives, or laws. Education above the high school level may be substituted for the required general experience; however, education may not be substituted for specialized experience.

### **Preferred Qualifications**

- Experience in a legal setting
- Experience in bankruptcy or a closely related field
- Familiarity with electronic case filing, especially the CM/ECF (Case Management/ Electronic Case Filing) system

- Experience with Zoom and Teams videoconferencing and digital recording.
- Excellent verbal and written communication skills, and good proofreading skills
- Knowledge of Federal laws, regulations and/or Bankruptcy rules and procedures

### **Benefits Information**

Court employees are entitled to benefits as other federal government employees. These benefits include eleven paid holidays per year, paid annual and sick leave, health, dental vision, life and long-term care insurance benefits, flexible benefits, and wellness and employee assistance programs.

More information about benefits can be found here: <https://www.uscourts.gov/careers/benefits>

### **Conditions of Employment**

Applicants must be a U.S. Citizen or eligible to work in the United States. All Court employees are at-will employees. This contrasts with executive branch agencies; whose employees are generally in the competitive service. This means that Court employees generally are not subject to the many statutory and regulatory provisions that govern the employment of individuals in the executive branch.

Employees are required to adhere to a Code of Conduct, which can be reviewed at [www.uscourts.gov](http://www.uscourts.gov). A full government background investigation, including an FBI fingerprint and criminal records check, will be conducted. The selectee will be hired provisionally, pending successful completion of the investigation and receipt of a favorable suitability determination. Unsatisfactory results could result in termination of employment. This position is also subject to updated background investigations every five years. Electronic Funds Transfer (EFT) for payroll direct deposit is required.

### **Application Process**

To apply for this position, please submit: (1) a cover letter which addresses qualifications, skills, and experience necessary to perform the job duties; (2) a chronological resume; (3) a list of three professional references including contact information; and (4) an Application for Judicial Branch Federal Employment (Form AO-78). The application form is located on the U.S. Courts website at <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>. References will only be contacted with your prior approval.

The documents can be emailed, in one pdf, to [hr1@oknb.uscourts.gov](mailto:hr1@oknb.uscourts.gov) or mailed to United States Bankruptcy Court, ATTN: Human Resources, 224 South Boulder Avenue, Suite 105, Tulsa, OK 74103. Questions can be directed to the Human Resources Office at 918-699-4040.

### **General Information:**

Only applicants selected for an interview will be contacted. If selected for an interview, any related expenses will not be reimbursed. The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please contact the Human Resources Office at 918-699-4040. The Court reserves the right to modify the conditions of this job announcement, fill multiple positions with this announcement, or retract this announcement.

**THE COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**