



United States Bankruptcy Court
District of Delaware
824 Market Street
Wilmington, DE 19801
www.deb.uscourts.gov

CAREER OPPORTUNITY

Vacancy Announcement #18-06

Position: **ECRO/Case Administrator**

Position Type: **Full-Time Permanent**

Number of Positions: **Multiple**

Salary Range: CL 24 (\$39,574-\$49,059)*
**depending upon experience and qualifications*

Duty Location: 824 Market Street, Wilmington, DE 19801

Opening Date: June 29, 2018

Closing Date: July 27, 2018

Position Overview:

The ECRO/Case Administrator (ECRO/CA) performs specialized courtroom functions such as electronic court recording, calendaring, and similar courtroom services involving managing the judge's caseload, attending and logging court proceedings, and processing orders. The ECRO/CA performs docketing, and noticing, maintains official case records, reviews filed documents to determine conformity, and takes appropriate action to ensure that all orders and automated entries are appropriately and accurately docketed.

Representative Duties and Responsibilities:

- Records court proceedings. Manages and organizes exhibits in court proceedings, including setting up and troubleshooting courtroom technology equipment and software.
- Sets up and arranges equipment in courtroom and ensures in advance, the equipment is in working order and notifies IT Staff regarding needed maintenance/repair.
- Assists with orderly flow of proceedings, including but not limited to setting up the courtroom assuring presence of all necessary participants, and managing exhibits.

- Takes note of proceedings, rulings, notices, and prepares minute entries electronically. Processes requests of transcripts and audio recordings.
- Performs case management work. Reviews filed documents to determine conformity and takes appropriate action and follow ups with rules, practices, and filing requirements.
- Dockets orders, pleadings, judgments and minutes as directed by local court policy, utilizing applicable automated systems. Reviews the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and makes summary entries on the docket of all documents and proceedings. Prepares correspondence regarding file inquiries, docket sheets, and other file request information.

MINIMUM QUALIFICATIONS:

A minimum of two years of progressively responsible clerical or administrative experience that provided knowledge and skills needed to perform the duties of the position.

Ability to apply a body of rules, regulations, directives, or laws.

Ability to follow detailed instructions and multitask.

Excellent communication (written and verbal) skills.

Skill in organizing own work and prioritize as required.

Excellent computer and data entry skills with a demand for accuracy and quality assurance.

Ability to exercise good judgement and the ability to act with diplomacy and maintain strict confidentiality.

COURT PREFERRED QUALIFICATIONS:

A Bachelor's Degree from an accredited college or university.

Familiarity with CM/ECF (Case Management/Electronic Case Files) system.

Familiarity with Microsoft Office Suite – Word, Excel and PowerPoint.

Knowledge of bankruptcy rules and procedures.

Prior experience in a court or legal setting.

Conditions of Employment:

Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the Court. Federal Government Civil Service classifications/regulations do not apply. Employees will be hired provisionally pending the results of a background check. The Court requires employees to adhere to the Code of Conduct for Judiciary Employees.

Applicants must be a U.S. citizen, or meet requirements under current law.

Expenses associated with the interviews or relocations will be not reimbursed.

Benefits:

Employees are entitled to federal benefits such as a defined benefit pension plan; a retirement savings plan including generous matching contributions; paid vacation and sick leave; 10 paid federal holidays per year; choice from an array of insurance plans including health, life, dental, vision, long term disability, and flexible spending accounts.

Application Procedure:

Qualified candidates may apply by sending a single pdf file containing a cover letter that includes the vacancy announcement number, a resume detailing qualifications and experience and a completed Application for Judicial Branch Federal Employment (Form AO78) with current and past salaries indicated to deb_caseadmin@deb.uscourts.gov

The Application for Judicial Branch Federal Employment (Form AO78) is available at <http://www.uscourts.gov/forms/AO078.pdf>

To be considered, all applications must be received by 5:00 pm on the stated closing date.

Due to the volume of applications received, the Court will only communicate to those individuals who will be interviewed for this position. **No phone calls will be accepted.** Only qualified applicants will be considered. Incomplete applications will not be considered.

The United States Courts is an Equal Opportunity Employer.

The Court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice or other notice.