



United States Bankruptcy Court
Eastern District of Pennsylvania
Philadelphia, Pennsylvania

VACANCY ANNOUNCEMENT #26-02

Position: Bankruptcy Generalist/Electronic Court Recorder Operator (ECRO)

Location: Philadelphia, PA

Position Term: Full-time

Salary Range: CL 24/25 (\$49,256 - \$88,445)

*Salary dependent upon qualifications and experience.

Closing Date: Open Until Filled. Priority to applications received before April 3, 2026.

Position Overview

The United States Bankruptcy Court for the Eastern District of Pennsylvania is accepting applications for the position of Bankruptcy Generalist/Electronic Court Recorder Operator for its divisional office located in Philadelphia, PA. The Bankruptcy Generalist/Electronic Court Recorder Operator performs various functions within the Clerk's Office.

Representative Duties

Intake Duties:

- Assist customers at the intake counter. Receive-stamp all incoming documents.
- Communicate fees, receive payments, and issue receipts.
- Prepare and process outgoing mail daily. Open and route incoming mail as needed.
- Provide excellent customer service when responding to inquiries on case status, archive information, court procedures and/or aiding the public. Assist the public in the use of computerized databases. Answer and route incoming calls to the appropriate person or department.
- Analyze electronically filed claims for basic case information for quality control.
- Communicate effectively with team members, the public, the bar, and the court.
- Scan and convert all documents filed over the counter into image files. Maintain documents in the appropriate location.
- Assist the public with electronic and paper files. Research case information when necessary. Operate a variety of copying and records equipment.

Case Processing:

- Review, identify, and research the accuracy, timeliness, and quality of data entered into the case record. Make corrections to the case record to comply with local and national procedures. Ensure that all case files and related information are accessible. Perform quality control on attorney-docketed entries.
- Check for prior or prohibited filings. Verify attorney's authority to practice. Monitor for release of exhibits and sealed documents.
- Respond to inquiries on case status. Provide information and electronic case filing (ECF) instruction to external customers. Inform customers of required fees.
- Create and process new case files. Open cases in case management system. Docket initial opening events. Sort, classify, and file case records. Audit cases for closing and check the docket to ensure that all necessary documents are entered, and deadlines are met before generating the closing order.
- Test new procedures and processes and provide feedback. Provide noticing as required by law.

Maintain mailing records.

- Assist with order processing. Provide backup coverage for team members and other departments, as required.

Electronic Court Recorder Operator's Duties:

- Record verbatim court proceedings using electronic sound recording equipment. Play back proceedings as required.
- Prepare courtroom for hearings to ensure in advance that electronic sound recording equipment is in working order and notify information technology staff regarding needed maintenance and/or repairs.
- Create electronic log notes of proceedings, including participants involved in court proceedings.
- Review transcripts submitted by agencies to ensure they meet the court's format standards.
- Prepare CDs for transcription. Arrange for and monitor the timely and accurate progress of the transcript being received from the transcriber and delivered to the appropriate parties.
- Receive and process CD/tape duplication and transcript production orders.
- Inventory and control electronic sound recording equipment and submit requests for needed supplies.
- Assist with Courtroom Deputy functions as necessary with both in and out of court duties.
- Provide customer service and resolve difficulties while complying with regulation, rules, and procedures.
- Abide by the Code of Conduct for Judicial Employees and court confidentiality requirements, while always demonstrating sound ethics and good judgement.
- Handle confidential and sensitive information appropriately.
- Operate a variety of office equipment.

Qualifications

- Education: High school diploma required; associate or bachelor's degree preferred.
- Experience: 2+ years in a court setting preferred
- Technical Skills:
 - Proficiency in Windows OS and MS Office;
 - Familiarity and experience with CM/ECF and Pacer
- Core Competencies: Strong oral communication skills with the ability to provide procedural guidance without offering legal advice. Exceptional attention to detail, organizational skills, and a reliable record of attendance.

Employee Benefits

The Eastern District of Pennsylvania Bankruptcy Court employees are considered at-will and are not covered by federal civil service rules. However, the court offers an excellent work environment and great benefits. These benefits include some of the following:

- 13 days paid for the annual leave days during the first 3 years employment.
- 20 annual leave days after 3 years.
- 26 annual leave days after 15 years.
- 13 days paid sick leave per year.
- 11 paid Federal Holidays per year.
- Medical, dental, and vision insurance.
- Federal Employees' Group Life Insurance.
- Federal Employees Dental and Vision Insurance Program.
- Federal Employees Retirement System.
- Tax-deferred and Roth retirement savings and investment plan under the Thrift Savings Plan.
- Long-Term Care Insurance Program.
- Flexible Spending Program.

How to Apply

- Email cover letter and resume to the following in PDF format to:
PAEB_Vacancy26-02@paeb.uscourts.gov

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants must be a U.S. Citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen as soon as they meet the eligibility requirements. The position is subject to an FBI background check and retention depends on a favorable suitability determination. Judicial employees serve under excepted appointments and are considered “at will” and can be terminated with or without cause. All appointments are subject to mandatory electronic funds transfer, i.e., “direct deposit”. All employees are required to adhere to the Code of Conduct for Judicial Employees. The Court reserves the right to modify the conditions of this announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for interview. If you are not notified, another applicant was selected.