



**United States Bankruptcy Court  
for the District of Arizona  
230 North First Avenue, Suite 101  
Phoenix, Arizona 85003-1706  
(602) 682-4000**

**Vacancy Announcement  
Announcement #09-09 PHX**

Position: Electronic Court Recorder Operator/Case Administrator  
Location: Phoenix Office  
Position Type: Full-Time Permanent  
Salary Range: \$38,006 - \$61,825 (CL 25) \*  
Depending upon qualifications, experience, and education.\*  
Opening Date: August 7, 2009  
Closing Date: August 16, 2009

---

**Introduction:**

This position is located in the Clerk's Office of the U.S. Bankruptcy Court for the District of Arizona. The Electronic Court Recorder Operator/Case Administrator is responsible for making a verbatim recording of court proceedings and arranging for the production of written transcripts, as requested and manages a number of bankruptcy cases and related adversary proceedings from opening to final disposition, in accordance with approved internal controls, procedures, and rules. The incumbent also interacts with the public in person and on the telephone, judges and their staff, other clerk's office staff and members of the bar.

**Representative Duties and Responsibilities Include:**

Makes a verbatim record of court proceedings on PC based digital recording system. Creates detailed log notes of court proceedings and participants involved in court proceedings using an automated program. Receives and processes CD/tapes duplication and transcript production request orders. Catalogues CD/tapes and log notes and maintains their proper storage. Manages and maintains courtroom recording and sound equipment by monitoring operations of same. Performs cleaning and minor adjustments and notifies automation staff of needed repairs. Assists the courtroom deputy with courtroom duties, such as swearing-in witnesses, handling exhibits and calling the calendar. Efficiently manages bankruptcy cases and related adversary proceedings from opening to closing, including chapter conversions. Reviews, identifies, and researches the accuracy, timeliness and quality of data entered into the case record. Makes corrections to the case record to comply with local and national procedures. Ensures that all case files and related information are accessible. Screens incoming documents to determine conformity with appropriate rules, practices, and court requirements. Scans and converts all paper documents filed to a PDF format. Schedules and notices hearing dates. Advises courtroom deputy of hearings set and potential conflicts. Makes summary entries on the docket of all documents and proceedings including pleadings, motions, complaints, minutes and orders. Reviews all electronic filings made by outside users for quality control to ensure that correct documents are filed, required filing fees paid, correct docket entry used and takes other appropriate corrective action as needed. Arranges for hearings on interim and final fee applications by all parties entitled to fees. Provides accurate noticing as required by law, including proper distribution through the Bankruptcy Noticing Center. Reviews and coordinates the processing of orders with parties, judicial officers and chambers staff. Prepares and analyzes case management reports. Assures data from a variety

of quality control and exception reports for adherence to quality assurance standards. Audits cases for closings, reviews final reports, final accounts and certifications from the trustee, tabulates fees, generates a closing order in CM/ECF in asset and non-asset cases. Prepares standardized form orders and judgments for signature including discharge of debtor. Prepares and processes appeals and transmits the record to the Court of Appeals, Bankruptcy Appellate Panel, and District Court. Assists attorneys and the public by telephone and in person providing information regarding case status, archive information and CM/ECF instruction. Proficient in software applications necessary to perform the job well. Assists in the development and implementation of new procedures and manual updates. Assists in training new employees and in cross training co-workers. Provides back-up coverage for team members and other departments, as required. Serves as a team coordinator on a rotating basis.

**Minimum Qualifications:**

Incumbent must be a high school graduate or equivalent and two years of general experience and at least two years of specialized experience. Ability to work harmoniously and effectively in a team based environment.

Salary is commensurate with the experience and education of the applicant and is limited to the maximum allowable.

**General Experience:** Progressively responsible clerical, or other work which indicates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position.

**Specialized Experience:** Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

**Preferred Qualifications:**

Knowledge of bankruptcy clerical processing procedures and terminology. Experience with court case management, electronic case filing system (CM/ECF), FTR electronic recording equipment or other computer based recording system is preferred. Prior legal and/or court experience is preferred. Bilingual (Spanish/English) preferred.

**Applicant Information:**

Applications will be screened for qualifications and the best qualified applicants will be invited for a personal interview.

This position is subject to mandatory electronic fund transfer (direct deposit) participation for net pay.

Applicant must be a United States citizen or eligible to work in the United States.

This position is subject to a mandatory FBI fingerprint background investigation with periodic reinvestigation.

Travel and relocation expenses can not be reimbursed.

**How to Apply:**

Submit your resume or application form AO 78 along with three business references to:

U.S. Bankruptcy Court  
Attention: Annette Fischer  
230 N. First Ave., Ste. 101  
Phoenix, AZ 85003-1727  
email: [human\\_resources@azb.uscourts.gov](mailto:human_resources@azb.uscourts.gov)

Application form AO 78 may be found at: <http://www.azb.uscourts.gov/Documents/ao78.pdf>  
(Include Announcement No. 09-09 PHX on your application or resume.)

**Benefits Information:**

Employees of the United States Bankruptcy Court are “At-Will” employees and are *not* covered by the Office of Personnel Management’s civil service classifications or regulations. They are, however, entitled to similar benefits as other federal government employees. These benefits include:

- **Annual leave**
- **Sick leave**
- Optional enrollment in a ***federal health insurance program, FEHPB.***
- Optional enrollment in a ***federal employees group life insurance program, FEGLI.***
- Optional enrollment in a ***federal employees group long-term disability insurance program, FEDFIRST.***
- Optional enrollment in a ***flexible spending program*** - Pre-tax contributions to cover annual medical, dental, optical expenses.
- Optional enrollment in ***long term care insurance*** - available to employees and to eligible family members. A choice of two plans are offered one through the Judiciary and the second through OPM.
- For employees newly hired into the federal service, mandatory participation in the ***Federal Retirement System (FERS)***, which requires a small contribution to the retirement fund. Eligible for an annuity after 5 years (at age 62) of creditable service with annuity amount dependent on age and years of service. May also be eligible for an annuity at a younger age with more years of creditable service. Full social security coverage is also provided.
- Voluntary participation (up to IRS maximum) in the ***Thrift Savings Plan (TSP)*** with before-tax savings and tax-deferred investment earnings. The TSP is similar to 401k plans and entitles eligible employees to a 1% automatic government contribution. Employee contributions of up to 5% are matched by the government.
- Ten paid ***federal holidays*** per year.
- Public transportation subsidy (dependent on fiscal year funding).
- ***Creditable service*** time in other federal agencies, or the military, will be added to judiciary employment when computing employee benefits.

**The United States Bankruptcy Court District of Arizona  
is an Equal Opportunity Employer.**