

**The United States Bankruptcy Court
District of Rhode Island
CAREER OPPORTUNITY**

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Position: COURTROOM DEPUTY II

Location: Providence, Rhode Island

Classification Level and Starting Annual Salary Range: CPS 27 (\$67,652 - \$84,579), depending upon qualifications.

Effective Date: Open until filled (Preference to those that apply by February 19, 2026)

POSITION OVERVIEW:

The Clerk's Office is seeking a Courtroom Deputy Clerk. The Courtroom Deputy is the primary individual responsible for managing the Bankruptcy Judge's courtroom calendar, scheduling, and after-court order entry, as well as providing courtroom and Zoom support during bankruptcy hearings and other proceedings. Specific duties include but are not limited to: (1) preparing and managing court calendars; (2) reviewing proposed calendars for protracted procedural matters; (3) circulating proposed calendars, finalizing and distributing according to policy; (4) consulting with chambers and operations staff concerning case substitutions, adjustments to sequence or time allocations; (5) issuing notices to parties in interest of date, time, location, and requirements of the hearings; (6) preparation of after-court orders as directed; (7) managing exhibits according to local rule; (8) receiving and processing motions to continue as well as reviewing other related court documents forwarded by operations; (9) electronic court recording operator duties during teleconferences and evidentiary hearings; (10) miscellaneous docketing as needed; (11) participation in team coverage of counter, telephone and mail duties; and (12) other duties as assigned. The Courtroom Deputy is a member of the Operations Team and reports to the Operations Supervisor. The Courtroom Deputy also works closely with the Bankruptcy Judge and law clerks.

REPRESENTATIVE DUTIES:

- Manages Bankruptcy Judge hearings by: electronic calendaring and regulating/monitoring of motions, other moving papers and responsive documents pursuant to court procedure including setting (or resetting when necessary) dates and times for hearings, trials, and conferences. Keeps Bankruptcy Judge, law clerks and operations staff informed of case progress as appropriate. Organizes, prepares, and assembles in electronic calendar system pertinent documents related to court matters, and prepares court calendars for court staff and public.
- Reviews information related to scheduled court matters to ensure that all documents and reference material are available for chambers and parties in interest. Prepares courtroom or Zoom platform for hearing, including attendance of required participants, manages court exhibits, and schedules video and teleconferences as necessary. Performs Electronic Court Recorder Operator (ECRO) duties during evidentiary hearings and telephone conferences, or as otherwise needed.

- Coordinates as necessary with chambers and staff of the clerk's office such as the Bankruptcy Judge, law clerks, ECRO, case managers, IT and court managers to ensure appropriate utilization of resources to support court sessions. Coordinates as necessary with other governmental agencies (such as Offices of the U.S. Trustee and U.S. Attorney, U.S. Marshal Service and Court Security Officers) as well as attorneys and all parties in interest. Acts as liaison with these various constituents for coordination and management of trial and/or hearing calendars, monitoring case and court events, and to ensure proper courtroom administration.
- Coordinates courtroom scheduling with visiting judges to ensure appropriate utilization of resources to support court sessions.
- During non-court time and when not otherwise performing calendar clerk duties, acts as case manager performing case administration functions including managing the progression of bankruptcy cases from opening to final disposition by maintaining the official case records, monitoring the completion of the required procedural steps, and performing the necessary noticing, docketing, administrative follow up, and clerical tasks. In addition, may be asked to assist with a variety of administrative tasks assigned by the Bankruptcy Judge, Clerk of Court, Chief Deputy Clerk, or Operations Supervisor.
- Is a member of the Operations Team and as such performs rotational support for telephones, intake counter and mail management.
- May perform backup support functions as needed by the office, including finance, human resource, training, records management, court communications, property management or similar administrative function.
- Other duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

1. High school graduate or equivalent. This position requires a total of five years' experience: two years of general work experience and three years of specialized experience. **General Work Experience** is progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. **Specialized Work Experience** is experience that is directly related to the line of work of the position to be filled and/or experience obtained in a court or related legal field which has equipped the applicant with the particular knowledge, skills and abilities necessary to perform the job successfully. **Educational Substitutions:** Education above the high school level may be substituted for the required general experience on the basis of one academic year equals nine months of general experience. Education above the high school level from an accredited institution is preferred but not required.
2. The ability to professionally represent the Court in communications with chambers, staff, attorneys, trustees, debtors and the public is required. Strong computer and analytical skills are necessary. Prior courtroom or case administration training and experience is

desirable. Successful applicants should be dependable, independent, conscientious and well-organized, and have demonstrated self-confidence, tactfulness, calm demeanor, courtesy and discretion in prior positions. The successful applicant must commit to regular attendance, as well as the ability to work beyond 5:00 PM or on weekends when required.

INFORMATION FOR APPLICANTS:

Submit a cover letter and resume by e:mail to Kristen_Batty@rib.uscourts.gov

FBI Background Investigation

Applicants considered for this position will undergo a Federal Bureau of Investigation (FBI) background investigation defined as a technical fingerprint search of the criminal history records of the FBI national fingerprint database to determine if there is an arrest record on the individual.

Due to the expected volume of applicants for this position, the U.S. Bankruptcy Court will only contact those qualified applicants who will be invited to interview.