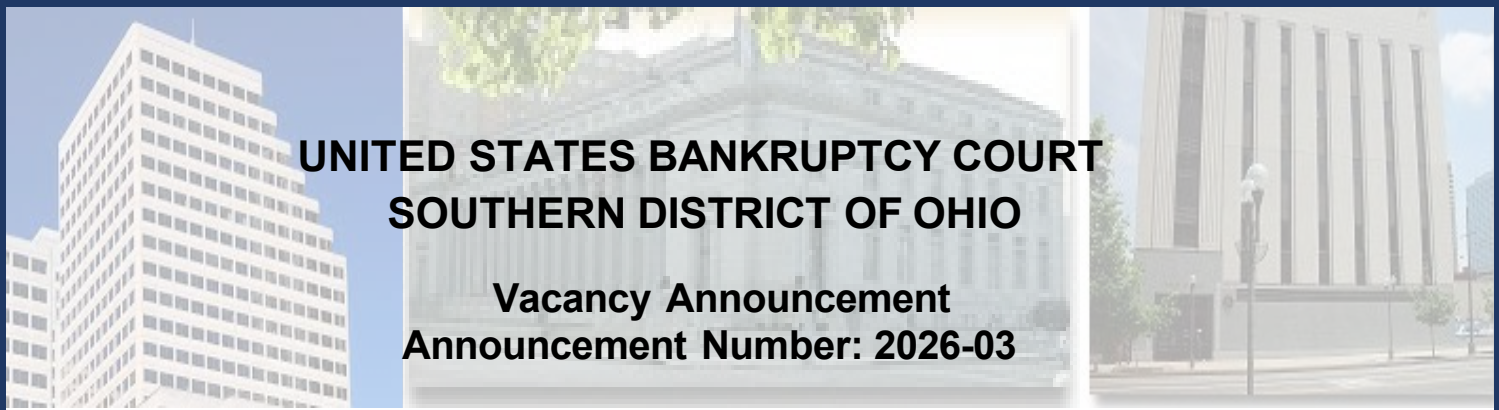




UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF OHIO

Vacancy Announcement Announcement Number: 2026-03

Position Title:	Courtroom Deputy
Position Type:	Full-time, Permanent
Location:	Columbus, Ohio
Salary:	CL 26 \$56,736 – \$92,209 (Based on experience and qualifications)
Open Date:	October 1, 2026
Close Date:	Open until filled (preference given to applications received by October 31, 2026)
Position Available:	January 25, 2027

POSITION OVERVIEW

The United States Bankruptcy Court for the Southern District of Ohio is accepting applications for the position of Courtroom Deputy, located in Columbus, Ohio.

Courtroom Deputies are assigned by the Clerk of Court to support the judge by performing the following duties: managing the judge's caseload, scheduling, attending and documenting court proceedings, and drafting and processing orders. The Courtroom Deputy interacts with the public and attorneys and works closely with the judge and chambers and Clerk's Office staff. This job entails a high level of knowledge regarding court and courtroom operations.

REPRESENTATIVE DUTIES

- Manage the court calendar and schedule conferences, hearings and trials. Process necessary notices and orders.
- Daily review of the judge's calendar and case docket for accuracy, changes, and updates.
- Review cases for necessary action and in preparation for hearings. Inform the judge and chambers staff of case progression.
- Act as a liaison between the Clerk's Office, the bar, and the judge to ensure cases proceed smoothly and efficiently.

- Answer questions from parties and the public that pertain to setting hearings or courtroom procedures.
- Attend court sessions and conferences and assure orderly flow of proceedings, including, but not limited to: setting up the courtroom; assuring the presence of all necessary participants, including appropriate courtroom security; providing training to attorneys on the courtroom electronic display system; managing exhibits; preparing minutes of the proceedings; and preparing statistical reports.
- Prepare orders consistent with the judge's instruction or chambers' policies and procedures. Maintain form orders in an organized filing system shared with chambers staff. Transcribe dictation.
- Review, edit, and proofread materials prepared by others for the judge's signature for accuracy, proper format, proper grammar, notice to interested parties, and deadlines, and ensure that all orders and automated entries are appropriately and accurately docketed.
- Provide administrative support to the judge, including screening and routing all incoming telephone calls, mail and case-related materials; handling visitors; making travel arrangements and preparing travel vouchers; maintaining filing systems; and assisting in the preparation of presentation materials.
- Answer routine inquiries and provide assistance to counsel, court officials, litigants and members of the public, as authorized, maintaining the confidentiality of sensitive matters and without giving legal advice.
- Assist the judge with review of rules and procedures, when appropriate.
- Perform assigned duties related to the unique needs of the judge in connection with various committees and other judicial functions.
- Create and format chambers-specific documents, forms, and manuals.
- May perform case administration duties or provide assistance to employees performing those duties.

MINIMUM QUALIFICATIONS

To qualify for this position at the entrance level, a person must be a high school graduate or equivalent, with a minimum of two years of general experience and one year of specialized experience equivalent to work at CL-25.

General experience is defined as 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 experience is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the 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. Such experience is commonly encountered in law

firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

PREFERRED QUALIFICATIONS

Strong paralegal or legal assistant background, including specialized experience gained in a legal setting or a court setting. Knowledge of bankruptcy laws, rules, and procedures is preferred.

Excellent verbal and written communication skills, including superior editing and proofreading skills and mathematical aptitude.

Excellent organizational skills and the ability to plan, manage, prioritize, and execute on multiple assignments and responsibilities in a fast-paced environment.

Ability to work independently and anticipate needs and problems, and to exercise good judgment, initiative, and problem-solving skills.

Ability to work quickly and harmoniously with others in a team-based environment.

Punctuality and an ability to meet short deadlines in high-pressure situations.

Proficient computer skills, including demonstrated knowledge of and skill in using the Microsoft Office Suite (including Word, Excel and Outlook), and the federal courts' Case Management/Electronic Case Files (CM/ECF) system. Must have the ability to adapt to changing technologies and to learn new systems as needed.

Demonstrated proficiency and accuracy in office protocols and administrative practices such as calendaring, travel planning, preparation of travel vouchers, typing, photocopying, assembling, filing, record keeping, telephone usage, and equipment maintenance.

Must have a positive attitude, deliver outstanding customer service, interact tactfully with court staff, counsel, trustees, litigants, and the public, and present a professional image for the court at all times.

Ability to maintain strict confidentiality of all office and judicial matters.

Additionally, this position requires:

- Ability to work during non-business hours as required to complete urgent projects or prevent disruption to Court proceedings or special events.
- Ability to move and lift weights that are commensurate with the weight of equipment associated with the job duties.
- The work in this position is primarily performed in an office setting.

EMPLOYEE BENEFITS

- Paid vacation and sick leave.
 - Vacation time accrues at the rate of 13 days per year for the first 3 years, increasing to 20 days per year after 3 years, and 26 days after 15 years.
 - Sick time accrues at the rate of 13 days per year.
- Eleven (11) paid holidays per year.
- Retirement benefits under the Federal Employees Retirement System which allows employees to carry health insurance plans into retirement. Retirees remain eligible for Social Security. Creditable service with other federal agencies and/or the military can be used in the computation of employee benefits.
- Optional participation in the Federal Employee's Health Benefits Program.
- Optional participation in the Federal Employees Vision and Dental Insurance Program.
- Optional participation in the Federal Employee's Group Life Insurance Program.
- Optional participation in the pre-tax flexible spending accounts program including Health Care Reimbursement Account and Dependent Care Reimbursement Account.
- Optional participation in the Thrift Savings Plan (pre-tax and/or after-tax retirement savings plan), including matching dollar for dollar for the first 3% contributed and 50 cents on the dollar for the next 2% contributed.
- Employee Assistance Program (wellness program).
- Virtual Learning, including the Judicial Online University.
- Public Service Loan Forgiveness Program.

CONDITIONS OF EMPLOYMENT

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

The selected candidate will be subject to a background check as a condition of employment. Employment will be considered provisional until the background check is completed.

Employees must adhere to the Code of Conduct for Judicial Employees.

This position is subject to mandatory EFT (Electronic Funds Transfer) participation for payment of net pay.

ADDITIONAL INFORMATION

The Court is a part of the Judicial Branch of the United States Government.

Employees of the Court serve under "Excepted Appointment" and are considered "At-Will" employees.

Applicants to be interviewed may be asked to provide a list of references.

Applicants selected for interview must travel at their own expense.

Only those applicants selected for interviews will be contacted.

Only those applicants interviewed will be notified of the selection outcome.

The Court is not authorized to reimburse the successful candidate for relocation expenses.

The Court provides reasonable accommodations to applicants with disabilities.

The Court has the right to modify the conditions of this vacancy announcement, or withdraw this announcement, either of which may occur without prior written or other notice.

HOW TO APPLY

Qualified applicants must submit the following attachments in Adobe Acrobat (.pdf) file format to OHSB_HR@ohsb.uscourts.gov. Please refer to Announcement #2026-03 in the subject line of your email transmittal.

- Cover letter
- Resume that includes work history and education with dates in the following format: mm/dd/yyyy
- Form AO-78 *Please note: All applicable sections of the AO-78 must be completed in full, with dates in the following format: mm/dd/yyyy. Notations to the effect of “see resume” will be considered non-responsive. This form can be found on the [Court’s website](#).*

Candidates are not required to complete questions 18-20 regarding criminal history on form AO-78. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination.

Applications will be considered complete when all required attachments, in the appropriate format, are successfully sent to the email above. We will be unable to consider incomplete application packages further.

**THE UNITED STATES BANKRUPTCY COURT IS
AN EQUAL OPPORTUNITY EMPLOYER**