



**UNITED STATES BANKRUPTCY COURT  
District of Nevada  
300 Las Vegas Blvd. S., Las Vegas, NV 89101**

**EMPLOYMENT OPPORTUNITY**

**Position Title: ELECTRONIC COURT RECORDER/GENERALIST DEPUTY CLERK**

**Full time Temporary appointment of one year and one day**

(subject to extension of term of temporary appointment or conversion to an excepted service appointment without further announcement.)

Location of Position:	Las Vegas, Nevada
Announcement Number:	08-09-09NVB
Date of Announcement:	September 8, 2008
Closing Date for Applications to be Received:	Open until Filled (Applications received by September 26, 2008 will be given preferential consideration)
Classification Level/Salary Range:	CPS CL 24-01 \$32,603 - \$40,779

This position is located in the U.S. Bankruptcy Court Clerk's office in Las Vegas, Nevada. The incumbent is a part of the courtroom services section and performs the following representative duties:

Makes a verbatim recording of court proceedings on digital audio and tape recording equipment.

Creates detailed log notes of court proceedings and the participants involved in court proceedings using a computer program.

Receives and processes tape duplication and transcript production orders, cataloguing CD's and tapes and log notes and maintaining their proper storage.

Maintains tape recording and sound system equipment by performing cleaning, lubrication, and minor adjustments and repairs as needed.

Manages courtroom recording equipment logistics.

Arranges for the production of written transcripts.

The incumbent may also be required, from time to time, to perform other courtroom services duties including but not limited to assisting with the data input and preparation of the daily courtroom calendars, attending court sessions, and recording pertinent results for minutes. The incumbent may also be required from time to time to perform non-courtroom services duties such as reviewing documents for conformity with federal and local rules and filing bankruptcy cases and related adversary proceedings and documents, answering telephone inquiries, processing mail inquiries, assisting the public in file review, acting as cashier and collecting appropriate fees, acting as receptionist, furnishing information to a wide variety of

people within and outside of the court, assisting with the maintenance of the official case records, and perform necessary noticing, scanning/imaging, clerical, and secretarial tasks.

**Mandatory Qualifications:** To qualify for a position of Electronic Court Recorder/Generalist Deputy Clerk, a person must be a high school graduate or equivalent, and must have two years of general experience and one year of specialized experience equivalent to work at the CL 23 level.

***General Experience:*** Progressively responsible clerical, office, 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 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. (Specialized experience most applicable will have been obtained in a court or related legal field.)

**Preferred Qualifications:** Good knowledge of language usage, grammar, and spelling. Skill in operating and maintaining sound recording equipment, including the ability to properly locate microphones within the courtroom to pick up voices needed for a complete record. Good knowledge of courtroom procedures. Ability to communicate effectively with judges and other participants in court proceedings. Excellent keyboard skills. Routine experience in the use of automated systems. Knowledge of the Bankruptcy Code and Rules. Familiarity with legal terminology. Possess an understanding of the operational processes in a court environment. Ability to meet strict time demands. Detail oriented. Ability to perform a wide variety of tasks on a number of cases at the same time. Excellent interpersonal skills. Excellent oral and written communication skills and professional demeanor. The ability to take initiative and work in a team-based environment. Mature, responsible, reliable and organized. The successful applicant must be able to provide information from prior work experience that supports their ability to manage multiple priorities, work with limited supervision, and skill in dealing with others in person-to-person work relationships.

**Information for Applicants:** Employees of the United States Bankruptcy Court are EXCEPTED SERVICE appointments. Excepted Service appointments and Temporary NTE (not to exceed a specific date) appointments are "AT WILL" judicial employees, and as such, can be terminated with or without cause by the Court. Federal Government Civil Service classifications or regulations do not apply to U.S. Bankruptcy Court employees. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. This job announcement may involve filling more than one position. ALL applicant information is subject to verification. The Court will only communicate with those applicants who may be interviewed based upon information given in completed applications for open positions. The final candidate will be subject to a background investigation with law enforcement agencies. Travel expenses for interview or relocation expenses will not be paid. All new employees of the U.S. Courts must identify a financial institution for direct deposit of pay before appointment.

**THE APPLICANT CHOSEN FOR THIS POSITION WILL FIRST BE GIVEN EXTENSIVE TRAINING IN THE ELECTRONIC COURT RECORDER/GENERALIST DUTIES. THE INCUMBENT WILL BE EXPECTED TO BE SUCCESSFULLY PERFORMING THE ELECTRONIC COURT RECORDER DUTIES WITH A MINIMUM OF ERRORS WITHIN 45 DAYS OF APPOINTMENT OR BE SUBJECT TO TERMINATION.**

**How to apply:** You may obtain an Application for Employment form by writing or calling

**(702) 388-6407 or at “[www.nvb.uscourts.gov](http://www.nvb.uscourts.gov)”, and submit an application with original signature to:**

**Human Resources Department  
UNITED STATES BANKRUPTCY COURT  
300 Las Vegas Blvd. South  
Las Vegas, Nevada 89101**

**Application Deadline:** Open Until Filled  
(Applications received by September 26, 2008 will be given preferential consideration)

*The court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the personnel specialist. The decision on granting reasonable accommodations will be made on a case by case basis.*

**\*\*\*AN EQUAL OPPORTUNITY EMPLOYER\*\*\***