



DAN OWENS
Clerk of Court

Las Vegas Division
300 Las Vegas Blvd. S.
Las Vegas, NV 89101

Reno Division
300 Booth Street
Reno, NV 89509

CAREER OPPORTUNITY

UNITED STATES BANKRUPTCY COURT DISTRICT OF NEVADA

Position: Courtroom Deputy I **Announcement #**26-04-09NVB

Classification Level: CL 26 (with possible promotion potential to a Courtroom Deputy II/CL 27 without further competition).

Salary Range: \$55,538 - \$90,261
(Classification level and salary for this position will be based upon experience and qualifications)

Location: Las Vegas, Nevada

Opening Date: April 24 2026

Closing Date: Open Until Filled (Application first review date May 15, 2026)

POSITION OVERVIEW

This position is located in the U.S. Bankruptcy Court Clerk's Office in Las Vegas, Nevada. The Courtroom Deputy is responsible for performing a range of general and specialized courtroom functions in support of court operations. Key duties include managing court calendars, attending and assisting during court proceedings, and accurately recording and maintaining official minutes and case information.

The incumbent will monitor and log court proceedings, process and docket orders, and ensure all case-related actions are properly documented. This role requires a high level of knowledge and understanding of court procedures and courtroom operations, as well as the ability to manage multiple responsibilities in a fast-paced environment.

Additional responsibilities may include serving as an Electronic Court Recording Operator (ECRO), coordinating scheduling activities, and providing other courtroom support services as needed.

REPRESENTATIVE DUTIES INCLUDE:

- Manages judge's caseload, dockets, calendars, monitors deadlines, monitors the filing of pertinent documents, and the timely responses to judicial orders.
- Serves as the primary source of information on scheduling conferences, hearings, and trials.
- Prepares and posts calendars, manages and organizes exhibits, set up the courtroom, assures presence of all necessary participants (including those appearing by phone or video connection), takes digital notes of proceedings, and manages other duties as they arise in court.
- Keeps judge and chambers staff informed of case progress. Acts as liaison between the clerk's office, the bar, the public and the judge to ensure that cases proceed smoothly and efficiently.
- Submits transcript requests on behalf of judge.
- Performs Electronic Court Recorder Deputy Clerk duties which include making a verbatim recording of court proceedings and arranging for the production of written transcripts.
- Performs other duties as may be assigned.

*The United States Bankruptcy
Court
is an equal opportunity
employer.*

QUALIFICATIONS

To qualify for the Courtroom Deputy I position, the successful applicant must be a high school graduate, or equivalent, and have one (1) year of specialized experience. Specialized experience is 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. (Specialized experience most applicable will have been obtained in a court or related legal field.)

PREFERRED QUALIFICATIONS

- Knowledge of courtroom protocol.
- Excellent customer service skills and the ability to deal with a wide variety of people tactfully and courteously.
- Accuracy and attention to detail.
- Strong organizational skills and the ability to handle multiple assignments with frequent interruptions.
- Ability to communicate effectively both orally and in writing.
- Strong interpersonal skills and the desire to work in a fast-paced, team environment.
- Ability to maintain confidentiality and use sound judgment.
- Professional demeanor and strong work ethic.
- Excellent computer skills and ability to work with a variety of programs and applications.

INFORMATION FOR APPLICANTS

Benefits include participation in health, dental, vision, flexible benefits, life, and long-care insurance programs and paid holidays. Annual leave provided based upon judicial discretion.

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.

ALL applicant information is subject to verification.

Candidates who are selected for employment in the judiciary must successfully pass a background check or investigation as a condition of employment. The background check will include, at a minimum, an FBI fingerprint check. Full field investigations will be conducted on positions that are classified as high-sensitive. Once employed, the candidate may be subject to periodic background investigation updates.

Due to the volume of applications the Court typically receives, the Court will only communicate with those applicants who may be interviewed based upon information provided in completed applications for open positions.

Relocation expenses will not be paid or reimbursed.

All new employees of the U.S. Courts must identify a financial institution for direct deposit of pay before appointment.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. In the event a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

This 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 local human resources representative.

The U.S. Bankruptcy Court for the District of Nevada is an Equal Opportunity Employer.

APPLICATION PROCEDURE

Applicants must submit the following:

1. Cover Letter
2. Resume
3. Judicial Employment Application

To apply: Email the requested items to denise_kirkling-styles@nvb.uscourts.gov

Please be sure to fully complete your application by providing all work history from the prior ten years. Attachments should be submitted as Microsoft Word (Doc) or Adobe Acrobat (PDF) files. Other formats are not acceptable.

Applications will be considered complete when all required attachments, in the appropriate format, are received by the Human Resources Department.

Application Deadline: Open until Filled (Application first review date May 15, 2026)