



## Judicial Support Specialist

### United States Bankruptcy Court – Texas Northern

Dallas, Texas

#### Position and Statistical Information

**Job# USBC-25-08**

**Opening Date:**

March 24, 2025

**Closing Date:**

Position will remain open until filled, with priority given to applications received by April 3, 2025.

**Location:**

Dallas, Texas

**Starting Salary Range:**

\$58,531- \$95,105 (CL 26)

\*The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts.

**Judges Served:**

6 U.S. Bankruptcy Judges

**Divisional Offices:**

Dallas  
Fort Worth  
Lubbock

**Satellite Offices:**

Amarillo  
Abilene  
San Angelo  
Wichita Falls

**Geographically covering 96,000 square miles.**

#### Position Overview:

The Judicial Support Specialist is a member of the Bankruptcy Clerk's Office and performs specialized court and courtroom functions including calendaring, electronic court recording, and other courtroom duties. The duties involve assisting with the management of the judge's caseload, attending, and recording court proceedings, and processing orders and other documents. The incumbent is also responsible for a variety of functions from case opening to the final disposition of cases. This position reports to the Dallas Division Manager.

#### Representative Duties:

- Performs duties associated with digital court recording (e.g. records court proceedings, processes multi-media duplication and transcript requests, and catalogs recordings) and ensures all electronic equipment is functioning properly, including setting up and troubleshooting electronic evidence presentation systems.
- Assists with courtroom proceedings, assures the presence of all necessary participants, swearing in of witnesses, coordinating telephonic and video hearings, operating digital recording system, and managing exhibits and sealed documents. Takes notes of proceedings, rulings, notices, and prepares minute entries and other documents as needed.
- Keeps judge and 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. Maintains contact with counsel during deliberations.
- Reviews case management reports and takes appropriate action to ensure timely progression of cases resulting in their proper disposition (e.g. discharge, dismissal, conversions, transfer).
- Monitors the timely submission and filing of orders.
- Dockets minute orders, proceeding memos, court orders, judgments, and other matters in the electronic filing system as needed.
- Identifies emergency motions and documents that require special handling and refers them to appropriate personnel with minimum delay.
- Processes and transmits case records for appeals.
- Acts as back-up to the Courtroom Deputy.
- Assists the operations section of the Bankruptcy Clerk's Office with all facets of case progression as workload permits, including opening cases, docketing, managing cases from inception to conclusion, ensuring accuracy of electronic case filing system entries, and responding to inquiries regarding filings.
- Performs other duties as assigned.

**Minimum Requirements:**

High school graduate. Two years of general clerical experience plus two years specialized experience (progressively responsible experience related to the processing of legal documents, use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws).

**Required Competencies Include:**

- Knowledge of bankruptcy processes and procedures.
- Thorough knowledge of the purpose and content of legal documents.
- Ability to communicate effectively with judges and other participants in court proceedings, including swearing-in witnesses.
- Aptitude for operating and maintaining sound recording equipment.
- Ability to take notes and summarize material for proceeding memos in a distracting setting.
- Excellent oral and written communication skills including proficiency of language usage, grammar, and spelling.
- Demonstrated skill in using personal computers, word processing software, Internet browser, electronic mail, and other software applications.
- Demonstrated reliability and punctuality.

**Benefits:**

Court employees are not included in the government's civil service classification. They are, however, entitled to the same benefits as other federal employees, including: up to 13 days of paid annual leave per year for the first three years, thereafter up to 26 days per year, 11 federal holidays, participation in the Federal Employees Retirement System with a percent of contributions matched, choice of health benefit plan from several options, life insurance, and periodic salary increases. This position is subject to mandatory electronic funds transfer for salary payments.

**Application Procedures and Information:**

Qualified applicants must submit a single PDF of the following (in this order):

1. Cover letter
2. Resume
3. Salary History or Classification Level

Email packages to [humanresources@txnd.uscourts.gov](mailto:humanresources@txnd.uscourts.gov)

**Other:**

Employees of the U.S. Bankruptcy Court for the Northern District of Texas are excepted service appointments. Employees are considered at will and are not covered by federal civil service classifications or regulations. The applicant must be a United States citizen or provide documentation proving eligibility to work in the U.S. Immigration law requires public employers to hire individuals who are lawful permanent residents (i.e., green card holder) seeking U.S. citizenship.

Due to the high volume of applicants received, the Court will only communicate with applicants who will be considered for interviews. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

The selected candidate will be subject to a criminal history and financial background investigations by law enforcement agencies, which include FBI fingerprinting as a condition of employment. The applicant must be a United States citizen or a lawful permanent resident (i.e., green card holder) who is seeking citizenship. Retention depends upon a favorable suitability determination.

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. The U.S. Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct. 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 decision on granting reasonable accommodations will be made on a case by case basis.

The United States Bankruptcy Court is an Equal Opportunity Employer