UNITED STATES BANKRUPTCY COURT
DISTRICT OF ALASKA

CAREER OPPORTUNITY

Position:	Courtroom Deputy I (Full Time/Permanent)
Announcement:	USBC 26-02
Location:	Anchorage, Alaska
Open Date:	September 8, 2026
Closing Date:	Open until filled; first application review date September 22, 2026
Salary Range:	CL 26 ($61,479 to $99,916), plus 1.49% + COLA (salary commensurate with experience and qualifications)

POSTION OVERVIEW

This position is in the Clerk's Office of the United States Bankruptcy Court and reports to the Chief Deputy. The Courtroom Deputy I performs the full range of courtroom duties necessary to manage and conduct court hearings. Additional duties include customer service, document intake, processing fees, docketing, noticing, case opening and management, and quality control.

REPRESENTATIVE DUTIES

- Prepare and maintain court calendars.
- Manage and conduct all aspects of court proceedings to include testing and setting up courtroom equipment, managing court participants attending in-person, telephonically, or via video, recording and logging proceedings, managing exhibits and witnesses, and preparing minute entries.
- Conduct court proceedings using a variety of courtroom technology, including FTR, Zoom, Windows, Office 365, video equipment, hearing impaired technology, and evidence presentation technology.
- Process audio files and requests for transcripts.
- Provide exemplary customer service to the public, the bar, and the court, including answers regarding Case Management Electronic Case Filing ("CM/ECF"), court proceedings, case status, archive information, court resources, fees, and filing procedures.
- Receive and review incoming documents to determine conformity with appropriate rules, practices, and court requirements.
- Receive payments, issue receipts, secure funds, reconcile receipts, and make deposits.
- Make summary entries on the case docket of all documents and proceedings.
- Open bankruptcy cases and related adversary proceedings.
- Prepare and issue court notices.
- Perform quality control of filings in CM/ECF. Identify and research the accuracy, timeliness, and quality of data entered into the case record. Take other appropriate corrective action as needed.
- Efficiently manage cases from case opening through case closing.
- Performs other duties as assigned.

DESIRABLE CHARACTERISTICS

The ideal applicant will possess the following: professional appearance and demeanor; excellent customer service skills and the ability to deal with a wide variety of people tactfully and courteously; accuracy and attention to detail; strong administrative organizational, and analytical skills; ability to communicate effectively both orally and in writing; ability to show initiative and accountability; strong interpersonal skills and the desire to work in a team environment; and ability to maintain confidentiality and use sound judgment. The applicant will have solid computer skills, preferably with Word, Windows, and Office 365.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent.
- Two years of general experience, and one year of specialized experience. Specialized experience is defined as progressively responsible clerical or administrative work 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 involves routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in court judicial systems, law firms, legal counsel offices, etc.

EXEMPLARY WORKPLACE

The U.S. Bankruptcy Court Clerk's Office for the District of Alaska is committed to promoting and maintaining an exemplary workplace where all people are treated with fairness, dignity, respect, civility, and tolerance.

CONDITIONS OF EMPLOYMENT

- Applicants must be a United States citizen or eligible to work in the United States.
- The successful candidate is hired provisionally, pending the results of information verification and a background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- The United States Bankruptcy Court falls within the Judicial Branch of the United States Government. The Employees serve under the "Excepted Appointment" and are considered "at-will" employees. As such, employment may be terminated by either the employer or the employee with or without cause.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.
- Employees must adhere to the rules and regulations of the court, and to Code of Conduct, which can be reviewed at https://www.uscourts.gov/administration-policies/judiciary-policies.
- Employees on occasion may be required to work evenings and weekends.

BENEFITS
Benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan(similar to a 401(k) plan with employer matching contributions), paid holidays and annual/sick leave accrual. An overview of Federal Judiciary benefits is accessible at: https://www.uscourts.gov/careers/benefits.

HOW TO APPLY
Qualified applicants must submit ALL documents below in Word or PDF format:

- A cover letter detailing how your qualifications meet the job requirements.
- A current resume.
- A list of three professional references who can be contacted; and
- Application for Judicial Branch Federal Employment, form AO 78 available at https://www.uscourts.gov/forms-rules/forms/application-judicial-branch-federal-employment

Email the completed package to Apply@akb.uscourts.gov. Include *Announcement USBC 26-02* on the subject line of the email.

Only applicants who are selected for interviews will be contacted by the court. The court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, without prior written or other notice. The United States Bankruptcy Court District of Alaska is an Equal Opportunity Employer.