



Courtroom Deputy Clerk

Vacancy Announcement: 2027-03-USBC

POSITION:	Courtroom Deputy Clerk
POSITION TYPE:	Full-Time, Permanent
SALARY RANGE:	CL 25 (\$55,036-\$89,494) - Pay Table DEN CL 26 (\$60,624-\$98,527) CL 27 (\$66,600-\$108,262) <i>*Starting salary depends on qualifications and experience.</i> <i>Position has promotion potential up to a CL 27 without further competition.</i>
OPEN DATE:	Thursday, October 15, 2026
CLOSING DATE:	Open until filled; preference given to applications received by close of business on October 30, 2026.
AREA OF CONSIDERATION:	Open to all qualified individuals
LOCATION:	Denver, Colorado

More than one position may be filled from this vacancy, depending on staffing needs and budget funding.
The Court reserves the right to modify or cancel this vacancy announcement as needed.

Ready for a change of scenery? Come join us in Denver! The U.S. Bankruptcy Court for the District of Colorado offers a collaborative, service-oriented environment where teamwork, professional growth, and work-life balance are valued. Whether you're looking for the next step in your career or simply a new place to call home, we invite you to bring your experience and talents to our team while enjoying everything Colorado has to offer!

We are now accepting applications for the position of Courtroom Deputy Clerk. Courtroom Deputies are available for assignment to courtroom and case management duties for all judicial officers in a relief capacity. One position will primarily support active U.S. Bankruptcy Judge Joseph G. Rosania, Jr., and one position will primarily support incoming U.S. Bankruptcy Judge Katherine M. Swan.

Courtroom Deputy Clerks perform a variety of specialized courtroom and case management duties, including managing judges' caseloads, coordinating court calendars, attending and documenting court proceedings, processing orders, and operating electronic court recording (ECRO) equipment. The positions involve regular use of court-specific applications, including CHAP and CMAssist, and require a thorough understanding of court operations, strong organizational skills, and the ability to manage complex courtroom procedures and competing priorities.

In addition to judiciary-wide benefits, our court offers free on-site fitness facilities, a free public transit pass, and tuition reimbursement. Flexible work schedules and telework opportunities may also be available, subject to approval by the Clerk of Court.

REPRESENTATIVE DUTIES

The representative duties of this position include but are not limited to:

- Manage judges' caseloads by coordinating calendars, scheduling hearings and trials, monitoring case activity and deadlines, and ensuring timely responses to judicial orders.
- Serve as a primary point of contact for scheduling matters, court proceedings, and case-related inquiries.

- Attend court proceedings and assist with courtroom operations, including preparing the courtroom, coordinating participants, operating electronic court recording equipment, and managing exhibits and evidence presentation systems.
- Document court proceedings, rulings, and orders; prepare electronic minute entries; and ensure accurate and timely docketing of court activity.
- Review case filings and docket entries for accuracy and completeness, process orders, and take appropriate action to ensure compliance with applicable procedures.
- Keep judges and chambers staff informed of case progress and serve as a liaison between the court, attorneys, and the public to facilitate efficient case management.
- Assist with statistical reporting, case administration duties, financial transactions, and providing training and support to other court employees, as needed.

MINIMUM QUALIFICATIONS

The successful applicant must be a high school graduate or equivalent and must have two years of general experience and one year of specialized experience 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 position's duties.

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 semesters or 45 quarter hours) equals one year of general experience.

PREFERRED QUALIFICATIONS

Preference will be given to applicants who demonstrate one or more of the following:

- Advanced knowledge of bankruptcy case flow, procedures, and processes.
- Experience managing courtroom operations, coordinating court calendars, and supporting judicial proceedings.
- Experience in a court or law firm setting, particularly in case management.
- Proficiency with CM/ECF, Microsoft 365, Adobe Acrobat, and courtroom technologies, including electronic court recording, evidence presentation, and remote proceedings.
- Strong written communication, organizational, and problem-solving skills, with excellent attention to detail.

BENEFITS

- 13 days of paid vacation leave for first three years (increases with tenure)
- 13 days of sick leave
- 11 paid holidays
- Up to 12 weeks paid parental leave for eligible employees
- Retirement benefits and Thrift Savings Plan (TSP) with government match up to 5%
- Health and group life insurance, dental, and vision
- Flexible spending accounts (Health, Dependent, Parking)
- RTD Eco Pass (if budget permits)
- On-site fitness facilities
- Employee Assistance Programs (EAP)
- Student loan forgiveness to qualified persons, pursuant to the terms of the Public Service Loan Forgiveness ([PSLF](#)) program

See the complete list of benefits on our employment website [here](#).

ADDITIONAL INFORMATION

Employees must adhere to the judiciary's [Code of Conduct](#). In addition, this position is subject to mandatory fund transfer (EFT) participation, adherence to 8 U.S.C. § 1324b(a)(3)(B) regarding hiring of lawful permanent residents, and an FBI fingerprint and/or background check. Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" employees.

Applicants may be asked to complete assessments as part of the screening process.

[APPLY HERE](#)

All qualified applicants should apply for either or both positions using the link above. Only one application is required.

A cover letter and resume must also be submitted as PDF attachments. Current federal judiciary employees applying from outside the District of Colorado must also submit their most recent SF 50.

Candidates are not required to complete questions 18-20 on form AO-78 regarding criminal history.

For questions or technical assistance with the application portal, please call 303-335-2494 or email cod_hrd@cod.uscourts.gov.

Incomplete applications may not be considered.

THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER