



**UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF FLORIDA**

**Chief Judge: Jacob A. Brown
Clerk of Court: José A. Rodriguez**



Announcement No: 26-01-Amended
Amended to extend first consideration date

**Position and Type: Courtroom Deputy I or II
Full Time/Perm**

Location: Fort Myers, Florida

Open Date: October 3, 2025

Closed Date: Open Until Filled*
**First consideration is given to applications received by 11/16/25*

Start Date: January 2026

Salary Range: CL 26/1 – 27/61 (\$53,839 - \$96,147)**
***Starting salary commensurate with qualifications, experience, and salary history in accordance with U.S. Court Guidelines*

Position Overview

The Clerk of Court for the United States Bankruptcy Court for the Middle District of Florida ([Court](#)) seeks qualified applicants for a **Courtroom Deputy I or II** to support the **Honorable Luis E. Rivera**. The ideal candidate will display initiative, good judgment, professionalism, follow-through, excellent organizational skills, and demonstrate a strong work ethic with attention to detail. This is an extremely fast-paced environment; the candidate must demonstrate the ability to excel in such a setting and to readily adapt to changing priorities.

Representative Duties

The courtroom deputy represents the Clerk of Court in matters relating to the management of judicial proceedings.

- Schedules conferences, hearings, pre-trials, and other case processes.
- Manages the Judge's cases by calendaring and regulating their movement, monitoring the filing of pertinent documents and responses to judicial orders, and setting dates and times for hearings, trials and conferences.
- Keeps the Judge and staff informed of case progress. Utilizes reports and information from the CM/ECF electronic case management system.
- Attends court hearings and conferences. Assists with the orderly flow of proceedings, including but not limited to, setting up the courtroom, assuring presence of all necessary participants, managing exhibits, assisting witnesses, and maintaining courtroom decorum.
- Takes detailed notes of proceedings and rulings and prepares proceeding memorandums of the Judge's oral ruling.
- Acts as liaison among the Clerk's Office, the Bar, and the Judge to ensure that cases proceed smoothly and efficiently. Serves as a primary source of information on scheduling conferences, hearings, trials, and other case processes for litigants.
- Coordinates and monitors hearings requiring a court interpreter and telephonic hearings.

Benefits

A career with the U.S. Courts provides employees with a comprehensive benefits package. Court employees and their families can access various benefits to make their federal career very rewarding. Benefits include paid Vacation and Sick Leave, eleven (11) Paid Holidays per year, and retirement benefits such as a Defined Benefit Pension Plan and a Defined Contribution Plan with Employer Match ([TSP](#)).

Optional benefits include Group Health, Dental, Vision, Life, and Long-Term Disability Insurance and participation in the Court's Flexible Benefits Program. Local court benefits may include telework opportunities, an on-site Federal Occupational Nurse, access to an on-site fitness center, and a public transit subsidy. To learn more, please visit: <http://www.uscourts.gov/careers/benefits>

Our Mission

Our Court strives to maintain and grow a productive, progressive, and positive culture, and we recruit staff that promote, reflect, and thrive in an environment that successfully meets the mission statement of our Court: “Our Court serves the public by processing and deciding bankruptcy cases with fairness, impartiality, and excellence, while treating everyone with dignity, integrity, and respect.”

The United States Bankruptcy Court is an equal opportunity employer and values diversity in the workplace.

- Coordinates, tests, sets up, and monitors the video conference equipment for video conference hearings. Coordinates, tests, sets up, and monitors the courtroom electronic evidence system and trains users on the system. Operates and maintains the digital recording system.
- Prepares statistical reports for the Administrative Office.
- Other duties as assigned.

Qualifications

Required:

A high school diploma or equivalent is required; two (2) years of general experience and at least one (1) year of specialized experience is required to qualify at the CL 26 level on the Court Salary Plan; at least two (2) years of specialized experience is required to qualify at the CL 27 level. Specialized experience is defined as progressively responsible administrative experience related to processing of legal documents involving the routine use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, and directives. Proficiency in CM/ECF and MS Office is required.

Court Preferred:

- An associate degree or higher from an accredited college or university.
- Previous court case management experience.
- Knowledge of bankruptcy rules and procedures.
- Adaptable, accountable, possess good judgment, initiative, high ethical standards, and a positive work attitude.
- Strong organizational, analytical, and customer service skills.
- Ability to multitask and consistently meet stringent deadlines and targeted goals.
- Excellent computer proficiency, including the ability to learn the Court's software programs, change between various open software programs, and work with FTR, video conference, and electronic evidence equipment.
- Very good oral and written communication skills and good proofreading skills.
- Maintain a professional appearance and demeanor.
- Ability to maintain confidentiality.

Additional Information

- Applicants must be United States citizens or eligible for federal government work. All applicant information is subject to verification. Providing false and/or misleading information may be grounds for removal from the application and selection process and disciplinary action if discovered after an individual's hire date. All Court employees are "at will" employees and the selected candidate may be removed from this position at any time if the employee fails to perform at a satisfactory level.
- All Court employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- This Court provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and interviewing process, please email the local human resources representative at jobs@flmb.uscourts.gov. The decision on granting reasonable accommodations will be made on a case-by-case basis.
- The position is subject to mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e., direct deposit).

Application Procedures

Qualified applicants should submit a (i) cover letter, (ii) resume, and (iii) a completed [Federal Judicial Branch Application for Employment \(AO78\)](#) via email to jobs@flmb.uscourts.gov (single PDF document preferred). Please reference the vacancy announcement number and position title in the subject of the email. Only complete packets will be considered. **For first consideration, applications must be received by November 16, 2025.**

Applications may be reviewed, and interviews may be scheduled as applications are received. The Court reserves the right to modify the conditions of this job announcement or withdraw the announcement, which may occur without prior written or other notice. The Court will only communicate with those individuals who will be invited for an interview. Applicants selected for interviews must travel at their own expense.

The Court will check references and current employers.

The selected candidate will be subject to a background check as a condition of employment and will be hired provisionally pending the successful completion of the background check. Candidates will not be asked about their criminal history before receiving a tentative employment offer. Candidates completing the AO-78 are not required to complete questions 19-21 regarding criminal history.

Accurate demographic information drives Judiciary diversity and inclusion efforts in several areas, including recruitment, talent management, training, and outreach. To enhance our ability to strategically design efforts to achieve equity and identify areas of needed engagement, improvement, and/or change, we ask that applicants selected for an interview complete the Voluntary Self-Identification Form AO-78B.

To access additional information on Careers with the Judiciary, please visit <https://www.uscourts.gov/careers>.