



POSITION TITLE: Case Administrator/Courtroom Deputy

LOCATION: Charlotte, NC

CLOSING DATE: Open until filled with preference given to applications received by September 11th, 2026

STARTING SALARY RANGE: CL 24 – CL 26 (\$45,697- 68,906); depending upon qualifications and prior experience)

Position Description:

The United States Bankruptcy Court for the Western District of North Carolina has an immediate opening for Case Administrator/Courtroom Deputy in the Charlotte office. The Case Administrator/Courtroom Deputy is responsible for managing the judge's caseload and provides courtroom and other assistance through management of court calendars, attending court proceedings, recording hearings and dispositions to ensure the accuracy of the record.

About the Court and the Clerk's Office

The modern federal bankruptcy court system was created by the Bankruptcy Reform Act of 1978, which established bankruptcy courts as independent courts. Bankruptcy cases were being handled in the Western District of North Carolina under this new system by 1979, with a major restructuring in 1984.

The Western District is particularly interesting because its bankruptcy operations span several locations, with Charlotte serving as the central administrative hub. The court has divisions in Charlotte, Asheville, Statesville, and Shelby. It handles bankruptcy cases under Chapter 7, 11, 12 and 13. Charlotte is vibrant and growing and offers the perfect blend of big-city opportunities and southern charm. The area also has excellent suburbs and communities for families, while still being close enough to enjoy everything Uptown has to offer!

The Clerk's Office has 26 employees with all but 3 stationed in Charlotte. Our Charlotte office is proud to be home to a diverse group of outstanding employees who bring a wealth of experience, talent, and unique perspectives to our workplace. Each team member plays an important role in our success, and together, we create a supportive, professional, and dedicated team committed to serving our court and the community.

Representative Duties:

- Reviews information relating to pending cases to ensure that all records and reference material are available for use by the judge and counsel.
- Calls court calendar, administers oath to witness. Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Takes notes of proceedings and rulings and prepares entries.
- Make entries on the court's electronic filing system.
- Operates digital recording equipment, keeps typed log.
- Acts as liaison among the Clerk's office, the bar and the judge to ensure that cases proceed smoothly and efficiently.
- Coordinates with Bankruptcy Administrator's Office and Chambers on yearly calendar for future Chapter 13, 7 & 11 hearing dates along with 341 meeting dates and Chapter 7 Trustee Assignments.
- Occasionally travels to Asheville, Shelby and Statesville divisional offices for court.
- Performs case management duties.
- Performs intake duties.
- Performs other duties as assigned.

Qualifications:

High School diploma or equivalent required. A bachelor's degree from an accredited four-year college or university is preferred. Education above high school level may be substituted for general experience.

Candidates should have a minimum of two years responsible specialized experience. Legal experience preferred, but not required.

Must have excellent interpersonal skills and be able to communicate effectively with staff to determine needs and maintain accurate records and files. The ability to communicate effectively both verbally and in writing is critical.

Desired Skills:

Candidate must have strong computer experience. This is an extremely fast-paced position which requires the candidate to be versatile and present a professional demeanor and appearance at all times, possess strong organizational, analytical, and oral/written communication skills. The ability to respond to requests on short notice and the ability to manage multiple tasks and stringent deadlines, are essential. Candidate must also have the ability to work independently at times and maintain consistent, dependable daily presence.

How to Apply

Qualified applicants must submit a complete application package containing the following in **ONE PDF attachment:**

- Cover letter
- Resume
- AO-78 Application for Judicial Employment, which can be found [here](#).

INCOMPLETE APPLICATION PACKAGES WILL NOT BE CONSIDERED

Complete application packages should be submitted as **ONE PDF attachment** via email to employment@ncwb.uscourts.gov by close of business on **Friday, September 11, 2026**.

Benefits:

A generous benefits package is available and includes the following:

- A minimum of 11 paid holidays per year
- Paid annual and sick leave
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in Federal Employees' Health Benefits
- Optional participation in Supplemental Dental and Visions insurance
- Optional participation in Federal Employees' Group Life Insurance
- Optional participation in Flexible Benefits Program
- Optional participation in Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service

INFORMATION FOR APPLICANTS:

Applicants must be U.S. citizens or eligible to work in the United States.

The candidate selected for this position is subject to a full fingerprint and background records check, a six-month probationary period, and mandatory electronic direct deposit of salary payment.

Employees are required to adhere to the Code of Conduct for Judicial Employees.

Employees of the Bankruptcy Court are EXCEPTED SERVICE APPOINTMENTS. Excepted service appointments are "at will" and can be terminated with or without cause by the court.

The Bankruptcy Court is an Equal Opportunity Employer.

Due to the volume of applications received, the Court will only communicate with those individuals invited for an interview.