

UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF TENNESSEE



Vacancy Announcement: 18 - 01

Position: Chief Deputy Clerk Type II
Location: Memphis, TN
Position Term: Full-Time
Salary Range: JSP 14-16 (\$101,409 - \$172,100) (salary based upon experience and qualification)
Opening Date: October 23, 2017
Closing Date: December 15, 2017

Position Overview

The United States Bankruptcy Court for the Western District of Tennessee has 5 active Judges serving in two staffed divisional offices (Memphis and Jackson). There are 46 employees including the Clerk and Chief Deputy.

The Chief Deputy Clerk ("Chief Deputy") is a high-level management position that reports directly to the Clerk. The Chief Deputy supervises the performance of and compliance with the statutory duties of the office. The Chief Deputy oversees all administrative and supervisory functions that include: operations (including the court's case management/electronic case filing system); courtroom services; information technology; court training initiatives; human resources; finance and budget; procurement; space and facilities; and security. The Chief Deputy will also be responsible for public relations communications, education, training and development (both internal and external) and strategic planning. The Chief Deputy is the alternate Certifying Officer for the Court. In the absence of the Clerk, the Chief Deputy assumes all of the functions and responsibilities of the Clerk. Regular travel to the divisional office and occasional overnight travel will be required.

Representative Duties

Provides leadership for Operations and Administrative staff through coaching, mentoring, training, and facilitating constructive communication.

Promotes and maintains the integrity of official records in the custody of the court.

Analyzes and interprets trends, statistics, and patterns to help the court anticipate challenges and manage effectively for growth and change.

Proposes, develops, communicates, and evaluates policies and procedures to enhance the productivity and effectiveness of the court.

Assists in preparing and managing the annual budget.

Assists in directing the court's financial services functions in accordance with statutory requirements.

Conducts special studies or coordinates and implements special projects related to court administration, operations and other areas, as may be requested by judges or the Clerk.

Works with members of the Bar and the public to improve the delivery of court services.

Develops effective working relationships with judges, employees and appropriate individuals at the Administrative Office, the Federal Judicial Center, other federal courts and government agencies.

Analyzes and makes recommendations on statutes, local rules, and procedures affecting the operations of the court.

Performs other duties, as assigned.

Qualifications

To qualify for the Chief Deputy position, applicants must have three years of general experience and three years of specialized experience. General experience includes progressively responsible administrative, professional, investigative, technical or other responsible work that provided an opportunity to gain: 1) a general knowledge of management practices and administrative processes; 2) skill in dealing with person-to-person work relationships; and 3) the ability to exercise mature judgment. Specialized experience includes progressively responsible experience in administrative, supervisory, managerial, or professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management such that the incumbent demonstrates effective leadership and employee relations expertise. One year of the specialized experience must have been at, or equivalent to, the next lower grade in federal service. Some educational substitutes may apply.

Additional Qualification Requirements

Interested applicants must have a performance history that demonstrates proven skills in management practices and administrative processes and possess a working knowledge of legal terminology and procedures. In addition, the successful candidate must possess exceptional leadership skills and problem solving ability; strong organizational commitment; tact in handling workplace and employee relations issues; and a high degree of integrity. Understanding the use of technology in the workplace and the ability to communicate effectively both orally and in writing is essential.

Desirable Qualifications

Undergraduate degree from a college or university of recognized standing.

Understanding of electronic case docketing systems.

Accounting experience, including familiarity with budget principles.

Strong working knowledge of bankruptcy procedure.

Experience in implementation and management of new technology/automation functions.

Experience in bankruptcy court administration and operations.

General understanding of court operation and administration with the ability to successfully lead with vision, the ability to sustain a high level of organization excellence, the ability to articulate management priorities, and the ability to foster strong and effective working relationships.

How To Apply

Qualified candidates must submit the following:

- Cover letter.
- A resume detailing qualifications and experience.
- Names, addresses, and phone numbers of three professional references.
- A completed AO-78 Application for Judicial Branch Federal Employment.
<http://www.uscourts.gov/sites/default/files/ao078.pdf>
- A narrative statement not exceeding three (3) pages (double spaced) addressing the following:
 - (1) what you have done in the last three years to develop your professional skills;
 - (2) your strategy or approach for managing, leading, and communicating with staff, including remote staff; and
 - (3) the aspects of the Chief Deputy Clerk position you think would pose the greatest challenges for you and how you would prepare yourself to meet those challenges.

Please submit all documents via e-mail in a single PDF file to the following email address:
chiefdeputy@tnwb.uscourts.gov

Benefits

Information about federal judiciary employee benefits and compensation can be found on the United States Courts website career page: <http://www.uscourts.gov/Careers.aspx>

Additional Information

- Employees of the United States Bankruptcy Court serve under excepted appointments and are "AT WILL" employees.
- The position of Chief Deputy Clerk is classified as "high sensitive." Employment will be considered provisional pending the successful completion of a background investigation.
- Judiciary employees must adhere to a Code of Conduct. Appointees may be removed from this position at any time if the candidate fails to perform at a satisfactory level. The first year of service will be probationary.
- The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, at any time without prior written or other notice.
- Relocation assistance is not available.
- A mandatory electronic direct deposit of salary payments is required.
- Candidates for interviews must travel at their own expense or be interviewed via telephone or videoconference.
- Applicants must be a U. S. Citizen or eligible to work in the United States.
- Incomplete applications will not be considered.

The United States Bankruptcy Courts for the Western District of Tennessee is an Equal Opportunity Employer