

**United States Bankruptcy Court
Northern District of Illinois
Vacancy Announcement**



Position: Clerk of Court

Location: Chicago, Illinois

Salary: JSP 16 to JSP 18 \$146,172 - \$165,300
(Commensurate with Qualifications)

Posting Date: October 19, 2012

Closing Date: November 16, 2012

Posting Number: 13-01

Approximate Start Date: May 1, 2013

Position Overview: The United States Bankruptcy Court for the Northern District of Illinois is seeking a senior level executive with experience as an administrator of a large, diverse, and innovative organization to serve as the Clerk of Court for one of the nation's busiest bankruptcy courts. Exceptional communication and interpersonal skills, along with a proven record of leadership and accomplishment, are required, preferably in a court environment.

About the Court: The United States Bankruptcy Court for the Northern District of Illinois is located in Chicago, Illinois, with a divisional office in Rockford, Illinois. The court has ten judges in Chicago and one judge in Rockford. The court is one of the busiest bankruptcy courts in the United States with over 57,000 cases filed in 2011.

Position Duties and Responsibilities: The Clerk of Court is appointed by the bankruptcy judges and has overall management authority and responsibility for the non-judicial components of the court. The Clerk occupies the highest non-judicial position in the court and works closely with the chief judge in assuring that the administrative and operational needs of the court are effectively and efficiently met. The Clerk supervises a staff of 118 clerk's office employees and provides operational support to eleven bankruptcy judges. The Clerk is also responsible for providing administrative support services in the areas of human resources, systems technology, space, facilities, budget, and court staff, including the Office of the Clerk. The Clerk serves as the court's liaison to and works cooperatively with federal and local government agencies, bar groups, media representatives, and the public. The Clerk serves at the pleasure of the bankruptcy judges and is responsible for performing the statutory duties of the Office of the Clerk pursuant to 28 U.S.C. §156(e) and (f).

The Clerk of Court performs duties which include, but are not limited to:

- working closely with the chief judge regarding court administration and policy;
- creating a vision of excellence through strategic planning in an environment of limited and decreasing resources;

- providing the administrative and operational infrastructure necessary to efficiently and effectively achieve the court's mission including hiring, assigning , and training of personnel;
- creating and maintaining a culture that values human resources and the contributions necessary to maintain a good customer service based organization;
- directing the processing of bankruptcy cases and adversary proceedings;
- promoting and maintaining the integrity of official court records in the custody of the Clerk;
- directing and overseeing the court's property, procurement, and financial management programs, and ensuring proper oversight in the development, revision, and maintenance of internal control procedures;
- preparing and managing the Court's annual budget;
- facilitating the court's use of technology and automation;
- analyzing and making recommendations on statutes, local rules, and procedures affecting the operation of the court;
- directing development and administration of comprehensive emergency preparedness plans;
- coordinating and preparing statistical studies and reports as required by the court, the circuit, the Administrative Office of the United States Courts, and the Judicial Conference of the United States;
- serving as the Court's Public Information Officer
- performing special duties as directed.

Qualifications: This position requires a minimum of ten years of progressively responsible administrative experience in public service or business which provides a thorough understanding of organizational, procedural, and human aspects in managing an organization. At least three of the ten years of experience must have been in a position of substantial management responsibility. Such experience should include operational knowledge of the courts, financial management, space and facilities management, human resources management, oversight of information technology, and long-and short-range planning.

A bachelor's degree with an emphasis in government, judicial, public, or business administration or a related field is required. A post-graduate degree in these areas is preferred.

Employee Benefits: While court employees are not covered by federal civil service classifications or regulations, they are, however, entitled to the same benefits as other federal employees. These benefits include: 13 days paid vacation for the first three (3) years of employment, 20 days after three (3) years, 26 days after 15 years; 13 days paid sick leave per year; 10 paid holidays per year; choice of medical, dental and vision coverage from a wide variety of plans; life insurance options; Federal Employees Retirement System; immediate participation in the Thrift Savings Plan (401K plan); optional participation in the Judiciary's Long Term Care Insurance Program; optional participation in the Judiciary's Flexible Spending Program; Commuter Benefit Program

(dependent on fiscal year funding); Continuing Education Assistance Program (dependent on fiscal year funding).

How to Apply: In order to be considered for this position, go to http://www.ilnb.uscourts.gov/Clerks_Office/Employment/HR_Application/appform.cfm?pos=13-01

complete the information fields and attach your cover letter, resume, the Judicial Branch Federal Employment Application (AO 78) and a concise typewritten narrative of no more than two pages describing the applicant's leadership style, vision, values.

The Judicial Branch Federal Employment Application (AO78) may be obtained from the Court's website at:

http://www.ilnb.uscourts.gov/Clerks_Office/Employment/application_for_employment.pdf

Only electronic application documents will be reviewed for consideration. Applicants who fail to submit all required materials or who submit application materials through any other means, other than as provided above, will not be considered.

Notice to Applicants: Only applicants who are selected for interviews will be contacted by the court. Applicants selected for the initial interview will be required to submit three letters of professional reference prior to their scheduled interviews. Relocation expenses may be available for the successful applicant, subject to the availability of funds.

Judiciary employees serve under excepted appointments and are considered at-will employees. The initial appointment to this position is provisional pending the successful completion of the required background checks or investigations. Direct deposit is required for payment of compensation for employees. Applicants must be United States citizens or eligible to work in the United States.

The court requires employees to adhere to the Code of Conduct for Judicial Employees which is available at <http://www.uscourts.gov/library/conduct.html>. The court is a smoke free environment.

The United States Bankruptcy Court reserves the right to amend the conditions of this job vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.

The United States Bankruptcy Court is an Equal Opportunity Employer.