

**United States Bankruptcy Court  
Eastern District of Louisiana**

Career Opportunity  
**Clerk of Court 12-01**

**Starting Salary:                      Application Deadline:**

**JSP 16 -17** (Currently \$133,389 - 153,194)

November 30, 2012

(Commensurate upon experience and qualifications, as determined by the court)  
(Salary may be affected by periodic review of the court's caseload and other factors.)

**Position Overview**

The United States Bankruptcy Court for the Eastern District of Louisiana is accepting applications for the position of clerk of the bankruptcy court. The Court has two presiding judges and is located in New Orleans, Louisiana.

The clerk of court is appointed by the judges of the court under the provisions of 28 U.S.C. ' 156. This is a high level management position which functions under the direction of the Chief Judge of the United States Bankruptcy Court. The clerk of court is responsible for managing the administrative activities of the clerk-s office and overseeing the performance of the statutory duties of the office.

**Representative Duties**

- \$ The clerk of court consults with and makes recommendations to the judges regarding court policies and procedures;
- \$ Analyzes statutes, local rules and procedures affecting the operations of the court;
- \$ Hires and assigns personnel as well as designs and manages training programs;
- \$ Prepares and manages the annual court budget;
- \$ Conducts special studies as directed;
- \$ Prepares decentralized statistical and narrative reports;
- \$ Acts as liaison with various governmental agencies on a variety of matters necessary to court activities such as data processing, fiscal and personnel;
- \$ Directs the court's financial services functions including purchasing and accounting and directs staff responsible for the processing of bankruptcy cases;
- \$ The Clerk is responsible for issuance of process, and the maintenance of official records in the custody of the court; directs the staff responsible for the management of the case management and electronic case filing system;
- \$ Manages staff responsible for automation and information technology services; and
- \$ The clerk of court is responsible for the collection, maintenance, disbursement or transfer of filing fees and case related deposits as directed by judicial policy or court order.

### **Minimum Qualification for the Position**

Prospective candidates must possess the following: undergraduate or post graduate degree in public or judicial administration or a related field or a law degree or a minimum of ten (10) years of progressively responsible administrative experience in public service or business that 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. An attorney who is in the active practice of law in either the public or private sector may substitute said active practice on a year-for-year basis for the management or administrative experience requirement.

Must have strong leadership qualities, a high degree of integrity, excellent interpersonal and communication skills. Candidates must also have a performance history that demonstrates proven skills in managing limited resources against multiple demands, strong organizational prioritizing and problem solving skills and solid oral and written communication skills. Extensive knowledge in office automation including automated case management systems and a working knowledge of the Bankruptcy Code, Bankruptcy Rules and local rules are preferred. Knowledge of legal terminology and procedures is required and a thorough knowledge of case management and electronic case filing systems is strongly preferred.

### **Benefits**

Employees of the U.S. Bankruptcy Court are not included in the Federal Government's Civil Service classification. They are, however, entitled to benefits similar to other federal employees which include:

- \$ 10 paid holidays
- \$ 13 days paid vacation for the first three years
- \$ 20 days paid vacation after three years
- \$ 26 days paid vacation after fifteen years
- \$ Choice of medical coverage from a wide variety of plans (requires employee contribution)
- \$ Group Life Insurance options
- \$ Eligible for long term disability plan options
- \$ Participation in the Federal Employees Retirement System
- \$ Thrift Saving Plans (tax deferred retirement savings)
- \$ CNA Long Term Care Program options
- \$ Flexible Benefits Program options

### **Application Information**

- \$ Interested applicants should submit an original and two copies each of a cover letter and a resume describing;
- \$ Administrative experience as it relates to managing limited staffing and budget resources;
- \$ Major projects that involved management at an executive level and its impact on the organization;

- \$ The most challenging experience (s) in the area of human resource management relating to personnel issues and how they were handled.
- \$ Experience in policy research and development, analysis, and evaluations;
- \$ Knowledge and experience as it relates to the management and support of Information and Technology systems.
- \$ Applicants shall include a minimum number of three references who have knowledge of the applicant's employment history, character and integrity, and legal/technical knowledge over the most recent ten (10) years.
  
- \$ Submit the cover letter and resume to:

Stan Sargol  
Special Assistant for Bankruptcy Court Administration  
OCA - BCAD Room 4-574  
Administrative Office of the U.S. Courts  
One Columbus Circle, NE  
Washington, DC 20544

As a condition of employment, the selected candidate must successfully complete a ten-year mandatory background investigation, and subsequent favorable suitability determination and FBI fingerprint check, and every five years thereafter will be subject to a re-investigation.

The area of consideration is nationwide. Applicants must be a United States citizen or eligible to work in the United States. Only qualified applicants will be considered for this position. Applicants must meet all citizenship requirements and must meet all minimum qualification requirements and all selective factors, as determined by the court. Employees of the U.S. Bankruptcy Court are **not** employees. The Federal Financial Reform Act requires direct deposit of federal wages for court employees.

Interview and/or relocation expenses **will not** be provided or reimbursed

The United States Bankruptcy Court is an equal opportunity employer.