



United States Bankruptcy Court Western District of Tennessee

Vacancy Announcement #20-04

Position Title: Chief Deputy Clerk (Type II) Full-time
Salary Range: \$107,807 - \$178,473 (JSP 14 – 16)
Closing Date: October 2, 2020 / 4pm CST

The U.S. Bankruptcy Court for the [Western District of Tennessee](#) is accepting applications for the position of Chief Deputy Clerk in Memphis, TN. The Court is comprised of four full-time judges and their chambers staff, and the Clerk's staff of 41 employees. The Court maintains a divisional office in Jackson, TN.

Position Overview:

The Chief Deputy Clerk is the senior-level manager of the Clerk's Office, reporting directly to the Clerk of Court, and has regular interaction with the judges, the active members of the bar, trustees, and other court units. In the absence of the Clerk, the Chief Deputy assumes all functions and responsibilities of the Clerk. The position requires an individual who possesses the experiences, leadership skills and technical expertise to anticipate and resolve administrative and operational challenges quickly and efficiently.

The Chief Deputy Clerk 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.

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 local statutes, policies and procedures to enhance the productivity and effectiveness of the court.
- Assists with the development and oversight of the Court's 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.
- Assists the Clerk with management of the Court's case management and electronic case filing (CM/ECF) database, all local and national automated applications that impact operations, financial management systems, statistical reporting, long-range and strategic planning, application of federal bankruptcy rules of procedure and local rules.
- Develops working relationships with the Office of the Circuit Executive, district courts, the court's standing committees, the practicing bar, the Administrative Office of the U.S. Courts, the Federal Judicial Center, governmental agencies and the public to resolve complex issues of practice and procedure.
- Performing other duties as assigned.

Qualifications:

Applicants must possess a bachelor's degree in a related field from an accredited college or university, with a minimum of three years of specialized experience.

- 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.

Desirable Qualifications:

- Understanding of electronic case docketing systems. Accounting experience and familiarity with budget principles.
- Experience in implementation and management of new technology/automation functions. Experience in bankruptcy court administration, operations and knowledge of Bankruptcy Code.
- Exceptional communication and interpersonal skills, along with a proven record of leadership and accomplishments, are required, preferably in a court environment.

Additional 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.

Information for Applicants

- Applicants must be a U.S. citizen or eligible to work in the United States.
- The Federal Financial Reform Act requires direct deposit of federal wages for court employees.
- All court employees are “at will” employees; therefore, can be removed from this position at any time.
- Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- Only the best qualified candidates will be considered/contacted for this position. Applicants selected for interviews must travel at their own expense.
 - 1) First interview may be by videoconference if applicant is outside of 75-mile radius
 - 2) Second interview will be required to be in-person at the Memphis office
- Selectee for this position is subject to a high-sensitive background check as a condition of employment that includes 10-year history, FBI fingerprint and criminal records check.
- The Court reserves the right to modify the conditions within or to withdraw the job announcement.

Benefits

Federal benefits include paid vacation and sick leave, paid holidays, and retirement benefits. Optional benefits information can be found at <https://www.uscourts.gov/careers/benefits>.

Procedures for Applying *(Incomplete application packets will not be considered)*

To be considered for this position, please submit the complete application packet as outlined:

- A cover letter that includes: a brief narrative that addresses why you would be a good fit for the position and a description of your management style/philosophy (limit 1.5 pages).
- A resume with detailed work history and duties.
- Three professional references & the applicant consents to those references being contacted by the court.
- A complete [AO78](#) Judicial Application for Employment: Link - <https://www.uscourts.gov/ApplicationAO78>.

Documents should be submitted in a single-file, PDF format to: employment@tnwb.uscourts.gov; or by mail: U.S. Bankruptcy Court, ATTN: HR Employment, 200 Jefferson Ave. Ste. 500, Memphis, TN 38103.